



**AS YOU RETURN TO YOUR TABLE:**

**THINK OF THE PROGRAMS AND  
IMPACTS YOU ARE MOST PROUD OF  
OR EXCITED ABOUT**

**WRITE A COUPLE DOWN (OR AS MANY AS YOU WANT)**

**\*NOTE** Program is a general term that includes organizational responses to local and statewide issues and includes educational, outreach, and/or research responses to issues



# FIND A PARTNER AND SHARE

1. Choose one program
2. Each partner has 5 minutes to share (I will notify you of time to switch)
3. This is a conversation - partners can ask questions



## REFLECT:

Take 2-3 minutes to consider your partner's questions & feedback and other details of interest to them.

Write a sentence that captures the details you shared: What you did, with whom, what happened, plus any evidence to support the result.



# FIND A NEW PARTNER

1. Choose a program – either the same or a different one from your list
2. Each partner has 5 minutes to share
3. Partners can ask questions



## REFLECT:

1. Again, jot down or revise the details of your program accomplishment
2. Who else would be interested in this outcome?
3. What else do you need to better tell your story?  
Improve or evolve your program?



# YOUR PROGRAMMING IS EXTENSION'S PRODUCT

- We continue to rely on your insights and agency as a professional to determine and contribute to program development and delivery
- Our goal is to provide resources, structure and supports to facilitate and add value to the programming work that all of you do



# Goals for a system to identify and communicate:

1. Emerging needs, grounded in local context
2. Opportunities for research to practice connection
3. Best practices, program success and collective impact







# Current Elements:

1. Individual Plans of Work
2. Recording Results
3. Developmental Situational Analysis --> Program Priorities, Team and Extension Program Plans of Work



# Individual Plans of Work

## WHY

- To strengthen our work
- To inform collective efforts
- To demonstrate best practice and communicate with others

## WHAT

- Situation Statement
- Audience
- Goals for the program
- Action plan
- Evaluation
- Professional Development



# Individual Plans of Work - Support

1. Streamlined Template & Upload System
2. Program Support Services Support
  - Help language and Recorded Zoom
  - Capacity Building Sessions
  - Office Hours
3. Programmatic Feedback and Support



# Recording Results

QUARTERLY

- DIRECT CONTACTS
- PILOT 2019 (INDIRECT CONTACTS)

BI-ANNUAL  
(NARRATIVE)

- OUTCOME STATEMENT (250 WORDS)
- ACCESS RECORD

BI-ANNUAL  
(UPDATED)


- PARTNERS
- SCHOLARLY PRODUCTS



# Recording Results- Support

1. Reduced Requests & Clarifying Instructions
2. Program Support Services Support
  - Help language & Help Desk
  - Capacity Building Sessions
  - Office Hours
3. Programmatic/Campus Guidance

# Plans of Work & Recording Results



Situation Statement  
Goals and Action  
Evaluation Plan

Why You Engaged  
What Happened  
What Evidence You  
Have

## Cooperative Extension Planning and Recording Portal

The Planning and Recording Portal is a platform to support the secure access to & storage of data about UW-Cooperative Extension educational programs. The site is where every Cooperative Extension employee records and shares key information about their work.

### Search

Search the portal by searching for a colleague and reviewing their work.

[Search The Portal](#)

### Recording Results: Reporting Our Activities and Outputs

[Add Participation Record](#)

[Add Organizations/Partnerships](#)

### Recording Results: Organizational Learning & Sharing Outcomes

[Add Outcome Statement](#)

[Add an Expanding Access Record](#)

[Add Scholarly Work](#)

### External Reporting Systems & Applications

[4H-Online](#)

[PEARS \(FoodWise\)](#)

[Parity Calculator for Participation Data](#)

### Where to find Help

The latest help and deadlines can be found on the [Policies and Requirements Help](#) page. Additional help can be found in the "Help" menu on top of this website.



## Planning and Recording Results Important Dates

| Annual Timeline | Element   |
|-----------------|---|
| February 1      | Individual Plans of Work Submissions  |
| March 31        | Quarterly Participant Records   |
| June 30         | Quarterly Participant Records, Outcome and Access Record. Add/Review Partners & Scholarship |
| September 30    | Quarterly Participant Record  |
| December 31     | Quarterly Participant Records, Outcome and Access Record. Add/Review Partners & Scholarship |





# Continuous Improvement Needed!