

How to Create an IPOW

How to Create an IPOW

- Step 1: Log into AIMS
- Step 2: Click Create/Edit
- Step 3: Select Program Name
- Step 4: Select Goal #
- Step 5: Complete Create/Edit Plan of Work page
- Step 6: Click Submit
- Step 7: Repeat Steps 3-6 for every program and goal
- Step 8: When IPOW is complete, click Send Email
- Step 9: To begin reporting click View & Report

How to Create an IPOW

- Click Create/Edit

WELCOME TO THE AIMS HOME PAGE
John Doe
 For self guided AIMS tutorials, select AIMS Help.
 For help needed via email, select Contact User Support.

Program Calendar		User ID Access	
Create/ Edit- Individual Plan of Work(IPOW)	View & Report	Data Central:- Time/Effort Reports	Program Results- POW/IPOW Results Reports
AIMS Home	Contact User Support	AIMS Help	

- Select Extension Program

Create/ Edit Plan Of Work for **John Doe** (Org. 1202) [Back](#)

If this Plan of Work (for the year) is complete & ready for supervisor review, select [Send Email](#) (In Demo, email goes only to yourself)
 IPOW can be changed UNTIL it is submitted to supervisor.
 Create an IPOW for an [Other Program](#)

Preview Plan of Work [FY 2009](#) (10/1/08 - 9/30/09) [FY 2008](#) (10/1/07 - 9/30/08)

<u>Extension Programs</u>	
Program Name(Goal)	Days Delete
4-H Youth Development	
Agricultural & Food Biosecurity	
Agricultural Systems	

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- **Select Goal #**

View/ Select Program Goals for **John Doe**
Agricultural & Food Biosecurity [Back](#) [Printer-Detail](#)

Goal# Improve animal biosecurity and reduce risk of disease threat in poultry and livestock operations. Specialist Contact: Tom Troxel (Livestock) ttroxel@uaex.edu Frank Jones (Poultry) ftjones@uark.edu

1

Obj.# 1 Improve farm biosecurity through education to prevent diseases.

Obj.# 2 To determine flock or herd health status. Specialist Contact: Dustan Clark fdclark@uark.edu

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- Enter Days for Goal

Fiscal Year: Oct 2008 -Sep 2009	<input type="text" value="2009"/> Cannot change this field.
Name:	<input type="text" value="Doe, John"/> Cannot change this field.
Location:	<input type="text" value="Office of Program & Staff Deve"/> Cannot change this field.
Program:	<input type="text" value="Agricultural & Food Biosecurity"/> Cannot change.
Goal:	1# Improve animal biosecurity and reduce risk of d
Staff Days for Goal	<input type="text" value="0"/> To Delete an objective from this IPOW, put a 0 in Audience #

How to develop your plan.

- 1) Enter the total Staff Days you plan to work in this **goal**.
- 2) Select the relevant objective(s).
- 3) Enter the total projected # you hope to reach for this objective.
- 4) Select the audience type(s).
- 5) Select all relevant curriculum & methods (choices/items).
- 6) Select the SUBMIT button at the bottom of the screen, when you have completed the plan for the **entire goal**.

For selecting multiple items, hold down the CTRL key and click the left mouse button.

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For each objective needed:

- Enter your **PROJECTED Audience #**
 - Direct Contact estimate for the year
- Select Projected Audience Type

Obj.#1 Youth and adults will acquire life skills associated with volunteerism and volunteer risk management through participation in educational programs conducted at the local, county, district, state, and national level. **Specialist Contact:**

Connie Phelps cp Phelps@uaex.edu

Projected Audience Number:

Projected Audience Type:

4-H Members
4-H Parents
4-H Volunteers
4-H Youth Participants
Non-4-H Adults

How to Create an IPOW

- Select the following;
 - Months
 - Direct Methods
 - Curriculum

The screenshot shows a software interface with two main sections. The top section, titled "Direct Methods", is highlighted with a yellow border and contains a list of options: "Education Class", "One-on-One Intervention", "Other: 4-H Enrichment Program", "Other: Camp", and "Other: Field Days". The bottom section, titled "Curriculum", is highlighted with an orange border and contains a list of options: "4-H Volunteer Core Competencies 'Getting the Most Out of the 4-H Experience'", "4-H Volunteer Core Competencies 'This is 4-H'", "Arkansas 4-H Volunteer Leader Series Fact Sheets", "Youth Protection Policy and Guidelines", and "Youth-Adult Partnerships - A Training Manual". Both sections have a scroll bar on the right side.

The screenshot shows a software interface with a list of months. The list is titled "Months" and contains the following options: "Jan", "Feb", "Mar", "Apr", "May", "Jun", "Jul", "Aug", "Sep", "Oct", "Nov", "Dec", and "All". The list is enclosed in a blue border.

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- Click Send Email when IPOW is completed

Create/ Edit Plan Of Work for **John Doe** (Orig: 1202) **Back**

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Create an IPOW for an **Other Program**

Preview Plan of Work **FY 2009** (10/1/08 - 9/30/09) **FY 2008** (10/1/07 - 9/30/08)

Extension Programs

Program Name(Goal)	Days	Delete
4-H Youth Development		

A Finished IPOW

- An IPOW may be reported to before the supervisor approves it

View Plan of Work Files for: **John Doe** (ORGN 1202)

Items are sorted by fiscalyear.

General Program Report (Programs outside IPOW)

View Plan Of Work Files **FY2008**

IPOW Summary Approval **FY 2009** (10/1/08 - 9/30/09) **FY 2008** (10/1/07 - 9/30/08)

PILOT DATA

Total IPOW Records = 5

FY	Reporting					Goal/ Programs	Staff days	
	General Program	Event	Base-line Data	Outcome indicators	Impact		Plan	Report
2009	General	Event	Baseline	Outcome	Impact	1. Agricultural & Food Biosecurity	1	0.00
2009	General	Event	Baseline	Outcome	Impact	2. Agricultural & Food Biosecurity	1	0.00
2009	General	Event	Baseline	Outcome	Impact	3. Agricultural & Food Biosecurity	1	0.00

University of Arkansas, United States Department of Agriculture, County Governments Cooperating

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