Creating Your FY2016 Plan of Work

1. Log into AIMS using your Active Directory password (aims.uaex.edu or through the AIMS link on ban.uaex.edu).

2. Click “FY2016 Plan of Work”

3. Select the first Program Name you would like to include in your IPOW.
   (NOTE: To view contents of each planned program area, view the AIMS resource PDF named, “FY2015 Planned Program Area Contents”)

<table>
<thead>
<tr>
<th>Program Name()</th>
<th>Days</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016 Access to Safe &amp; Nutritious Foods</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2016 Agricultural Production &amp; Processing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2016 Community &amp; Economic Development</td>
<td></td>
<td></td>
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<tr>
<td>2016 Environment, Energy &amp; Climate</td>
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<tr>
<td>2016 Opportunities for Families &amp; Youth</td>
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<td></td>
</tr>
<tr>
<td>2016 Supplemental Nutrition Assistance Program (SNAP-Ed)</td>
<td></td>
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</tr>
</tbody>
</table>

4. Select the Goal Number of each area to be included in your IPOW.

   FY2016 4-H Youth Development: Enriching Arkansas children’s lives through 4-H Positive Youth Development priority programs, activities and volunteer development.

   Obj.# 4-H Youth in Healthy Living: programs will increase knowledge and skills to lead healthy lives that balance physical, emotional and social health. Contact: Lisa Washburn, lwashburn@uaex.edu

   Obj.# ATV Safety: Provides opportunities for youth to acquire knowledge, develop life skills, form attitudes and practice behavior that will enable them to reduce the risk of ATV related injury or death. Contact: Noah Washburn, nwashburn@uaex.edu

   Obj.# 4-H Science: 4-H Youth in the 4-H Sciences program will develop an understanding of science, engineering and technology. Contact: Noah Washburn, nwashburn@uaex.edu
5. Complete **Staff Days for entire goal** (not for each objective).

<table>
<thead>
<tr>
<th>Program:</th>
<th>Access to Safe &amp; Nutritious Foods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goal:</td>
<td># Foods &amp; Nutrition: Reduce the risks of lifestyle-related chronic disease and obesity adult Arkansans. Specialist Contact: Rosemary Rodibaugh, <a href="mailto:rrodibaugh@uax.edu">rrodibaugh@uax.edu</a></td>
</tr>
<tr>
<td>Staff Days for Goal</td>
<td>0</td>
</tr>
</tbody>
</table>

To Delete an objective from this IPOW, put a 0 in Audience #

6. For each objective that needs to be included in your IPOW, fill in/select the following:
   - **A. Projected Audience Number** (how many do you think you’ll reach in this objective?)
   - **B. Projected Audience Type** (who do you think you’ll reach in this objective?)
   - **C. Months** (Will this be just a few months or year-round?)
   - **D. Direct Methods** (how do you think you’ll reach clientele?)

NOTE: Hold down the CTRL key to select multiple choices (i.e. months and methods).
7. Click “Submit” after completing each of the desired objectives for the goal.

8. Repeat Steps 3-7 for each of the other planned program areas and goals to be included in your IPOW.

   **NOTE:** County Extension Agents should be planning for 50% of their time, which is generally 113 days. Others need to check with their supervisor on what percentage of their time should be included in their IPOW.

   **NOTE:** Those with SNAP-Ed appointments, SNAP-Ed Plan days will be automatically carried over into your POW. When calculating how many days you should have in your POW, add half of your SNAP-Ed days to 113.
   
   - For example, if you have 40 days in your SNAP-Ed Plan, add 20 to 113. You will need to have 133 total days in your IPOW.

9. When your IPOW is complete, click “Send Email” at the top of the myPlan page. This will send an email to your supervisor requesting review of your IPOW.

   - If revisions are requested by your supervisor, an email will be sent back to you.
   - If your IPOW is approved, it will be available when AIMS FY2016 opens in October.

   ![myPlan: Diane Mashburn (orgn 1200)](image)

   ![Send Email](image)

   **If this Plan of Work (for the year) is complete & ready for supervisor review, select IPOW can be changed UNTIL it is submitted to supervisor.**

   **Preview IPOW Summary FY 2016 (10/1/15 - 9/30/16) FY 2015 (10/1/14 - 9/30/15)**

If you have questions or problems as you create your IPOW, please contact Diane Mashburn at dmashburn@uaex.edu or 501-671-2351. If you have questions or problems related to the SNAP-Ed portion of your IPOW, please contact Amy McClelland at amcclelland@uaex.edu or 501-671-2333.