Creating Your FY2019 Plan of Work

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

2. Click “My Plan”

3. Select the first **Program Name** you would like to include in your IPOW.
   (NOTE: To view contents of each planned program area, under Frequently Asked Questions in AIMS Help, there is a list of all the goals included in AIMS.)

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Days</th>
<th>Delete</th>
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<tbody>
<tr>
<td>2019 Access to Safe &amp; Nutritious Foods</td>
<td></td>
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<tr>
<td>2019 Agricultural Production &amp; Processing</td>
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<tr>
<td>2019 Community &amp; Economic Development</td>
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<td>2019 Environment, Energy &amp; Climate</td>
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<td>2019 Opportunities for Families &amp; Youth</td>
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<tr>
<td>2019 Supplemental Nutrition Assistance Program (SNAP-Ed)</td>
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4. Select the **Goal Number** of each area to be included in your IPOW.

   **Access to Safe & Nutritious Foods**
   - **Goal** 1: Foods & Nutrition: Reduce the risks of lifestyle-related chronic disease and obesity among adult Arkansans. Specialist Contact: Debie Head, dhead@uaex.edu
   - **Obi.#** Participants will adopt eating and lifestyle behaviors that are consistent with the Dietary
5. Complete **Staff Days for Goal** (not for each objective).

6. For each appropriate objective, fill in/select the following:
   - **Projected Audience Number** (how many do you think you will reach in this objective?)
   - **Projected Audience Type** (who do you think you will target in this objective?)
   - **Direct Methods** (how do you think you will reach clientele?)

NOTE: Hold down the CTRL key to select multiple choices (i.e. audience 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.

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 automatically when AIMS FY2019 opens in October.

**NOTE:** These steps can be followed at any point during the program year for new employees. AIMS does not “close” the IPOW process after October 5th, but moves the ability to create an IPOW for the current year to the “My Plan” link.

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 Sarah David at sdavid@uaex.edu or 501-671-2070.