

AIMS

U of A
DIVISION OF AGRICULTURE
RESEARCH & EXTENSION
University of Arkansas System

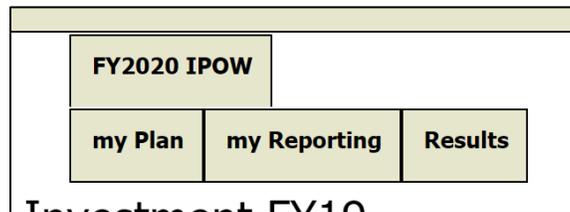


Creating Your FY2020 Plan of Work

NOTE: Please take notice!

AIMS has been realigned with our traditional program areas, ANR, FCS, 4-H & CED, plus SNAP-Ed.

1. Log into AIMS using your Active Directory password (aims.uaex.edu or through the AIMS link on uaex.edu/links).
2. Click “FY2020 IPOW”



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.)

Create your Plan Of Work		
Preview IPOW Summary FY 2020 (10/1/19 - 9/30/20) FY 2019 (10/1/18 - 9/30/19)		
Program Name()	Days	Delete
2020 4-H Youth Development		
2020 Agriculture and Natural Resources		
2020 Community & Economic Development		
2020 Family & Consumer Sciences		
2020 Supplemental Nutrition Assistance Program (SNAP-Ed)		

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

4-H Youth Development Printer Detail	
FY2020 4-H Youth Development: Enriching Arkansas children's lives through 4-H Positive Youth Development priority programs, activities and volunteer development.	
Goal# 1	

5. Complete **Staff Days for Goal** (total for entire goal, not for one objective).

Program:	<input type="text" value="4-H Youth Development"/>
Goal:	1# 4-H Youth Development: Enriching Arkansas children's lives through 4-H Positive Youth Development priority programs, activities and volunteer development.
Staff Days for Goal	<input style="border: 2px solid red;" type="text" value="0"/> To Delete an objective from this IPOW, put a 0 in Audience #

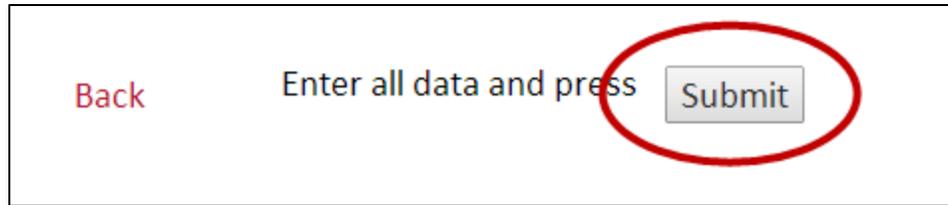
6. For each appropriate objective, fill in/select the following:

- A. **Projected Audience Number** (how many do you think you will reach in this objective?)
- B. **Projected Audience Type** (who do you think you will target in this objective?)
- C. **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).

Obj.# 1 4-H Healthy Living Programs (Non Snap Ed/EFNEP) will increase knowledge and skills to lead healthy lives that balance physical, emotional and social health. Specialist Contact: Laura Balis - lbalis@uaex.edu	
Projected Audience Number: <input type="text"/>	A
Projected Audience Type:	B
<input type="text" value="Adults"/> <input type="text" value="Volunteers"/> <input type="text" value="Youth"/>	
Direct Methods	C
<input type="text" value="Demonstrations"/> <input type="text" value="Educational Class: One session"/> <input type="text" value="Educational Class: Series 2-4 sessions"/> <input type="text" value="Educational Class: Series 5 or more sessions"/> <input type="text" value="Farm/Landowner Visit"/>	

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 a SNAP-Ed appointment, please remember your SNAP days account for 100% of your SNAP time, so take HALF of your SNAP time and subtract it from 113 to figure how many days need to be planned in all other areas. For example, 20 days SNAP-Ed, means plan 103 days for all other areas – $113 - (20/2) = 103$

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 FY2020 opens in October.

myPlan: Diane Mashburn (orgn 1200)	FY2020	Send Email
If this Plan of Work (for the year) is complete & ready for supervisor review, select Send Email IPOW can be changed UNTIL it is submitted to supervisor.		
Preview IPOW Summary FY 2020 (10/1/19 - 9/30/20) FY 2019 (10/1/18 - 9/30/19)		

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.