

Program Development Progress Chart

County _____

County Coordinator _____

- _____ District Staff Meetings include training on advisory councils and their relationship to the upcoming program development process. (September)
- _____ Meet with Executive Committee of CEC to discuss program development and the current composition of the Council. Set fall meeting dates. (September)
- _____ Recruit and orient new CEC members from under-represented groups. (September – October)
- _____ Plan of Work Coordinators receive additional training on methods of situation analysis including community forums, focus groups, key informant interviews, surveys, media scans, and using existing data. Training also offered on facilitation skills and priority setting. (October)
- _____ County Extension Council meets to discuss program planning process and make plans for involving members in gathering situational data. (October – November)
- _____ Counties collect situational data. Council members should be involved in collecting the data. (October – November)
- _____ Program area councils and committees meet to discuss issues and needs. (October – November)
- _____ Review briefings, white papers, and status reports on various issues, topics, programs, commodities. (November – December)
- _____ County Extension Council meets to review data that has been collected and set program priorities. New C-MAPs are established. (November – December)
- _____ Regional Conferences are held. Agenda to include dialogue on issues identified, training on program design, guidelines for writing plans of work. (February)
- _____ County work groups complete first draft of POW. (March – April)
- _____ County Extension Council meets to review draft POW. (March – April)
- _____ Final plans of work submitted in CATPAWS. (July 1, 2004)