MSU Extension believes fully in planning annually, evaluating process and outcomes, reporting accomplishments and lessons learned, and using the information to give feedback to stakeholders, improve programs, and increase the benefits to our communities.

This tip sheet will focus on:

1) Planning
2) Evaluation
3) Reporting
4) Reviewing, Reflecting, and Utilizing

Planning

Planning is based on community needs, work team plans, resources, research and evidence based information and programming, and having the end in mind. As the individual, team, Institute and Organization goes through this planning cycle—the focus is on our work being proven, relevant and life changing.

New staff are encouraged to start this process as early as possible. Ideally, plans are entered into the information system three to six months from starting. Clearly, there are many factors that will plan into this timeline—for example, if this position in new or has existed for years, experience and expertise of the staff member, stage of this planning life cycle, level of change planned, and more. It is recommended that staff examine information from MiPRS reports of other team members or, if possible, the person who has left the position. Examine Core Competencies under Professional Development where improvement in any or all areas will help in this planning and implementation cycle.
Evaluation

Evaluation is an important part of our work. Asking critical questions and using data from evaluation and research to answer these questions continue to make our work proven, relevant and life changing. Examine resources on the OD website and within your professional organization. It is recommended to start by being involved in a team evaluation project and learning from the process. Evaluation information is important to both professional and career development where this information should be used in the Step I, II and III promotions.

Reporting

Reporting can start quickly by adding narratives around “Progress Towards Deliverables” and others. Other areas of narrative reporting may include integration of diversity, multiculturalism, and civil rights into your work, use of the skills you developed through professional development, multi-state work, eXtension and more. Outputs (participant numbers and demographics) and Outcomes (evaluation results) are typically entered as it occurs or information is available. Records for the previous month are due by the 15th of the month and locked shortly after where they can not be edited.

Reviewing, Reflecting and Changing

Information from the plans, accomplishments, evaluation and research are used to describe MSUE’s State Plan, documented and proven work of changing the lives of our communities, and lessons learned to help improve the next cycle.

Due Dates

- 2015 Work Group Plan of Work due at the end of the summer to Institute Directors
- 2015 Work Group Plan of Work due to Program Planning, Evaluation and Reporting by September 15, 2014
- 2014 Reporting Completed by January 15, 2015

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