

SUPER 2.0

Individual Annual Plan

Handbook

2021 Plan

 *The agenda titled 4-H Civic Minded Leadership has been added.*

Plan Status: New

[Add Agenda](#) [Submit](#)

Agenda Title

4-H Civic Minded Leadership



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Individual Annual Plan

The Individual Annual Plan (IAP) describes the work you have planned for the coming year. Every IAP consists of one or more Individual Action Agendas (IAA). Every IAA consists of the following eight components or screens:

1. Agenda Home
2. Relevance (formerly Issue)
3. Plans for the coming year
4. Collaborators/Partners/Resources
5. Outcomes
6. Planned Evaluation

My Plans

The My Plans dashboard lists the plans created by year. The binoculars button will display the plan while the trash can button will delete the Individual Annual Plan. Plan Status refers to where your plan is in the workflow. Refer to Appendix 1 for more information on plan status and workflow. The Search box will allow the searching of the plans on the page and display the year of the plan listed.

My Plans

Plans

Create New Plan 2021

Showing 1 to 6 of 6 entries

Search:

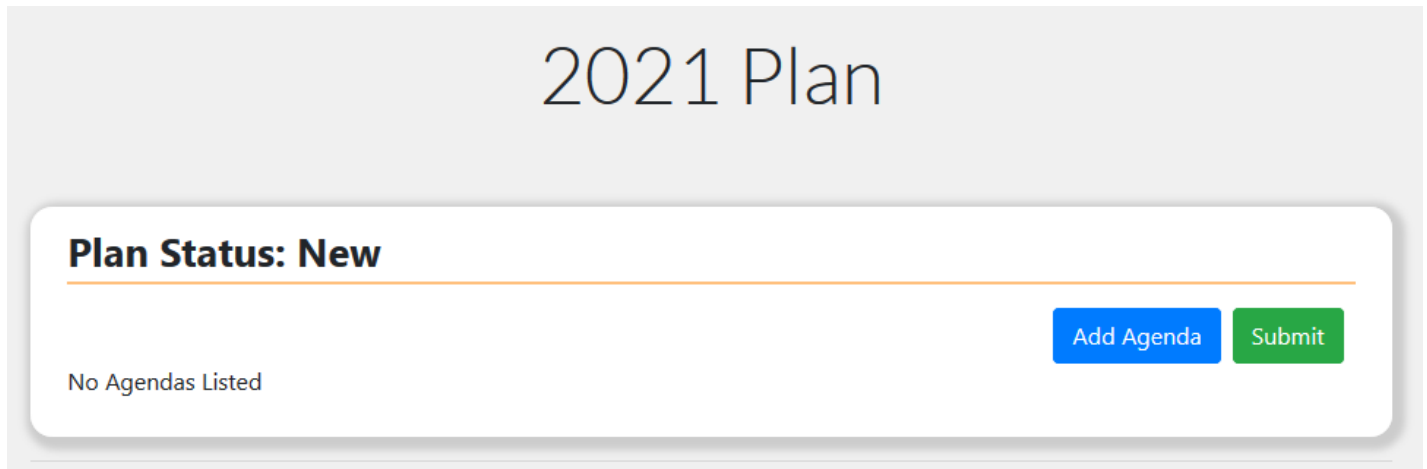
Year	Status		
2019	New		
2018	New		

Create an Individual Annual Plan

To begin your IAP, select a Year and click the Create New Plan located above the table area.

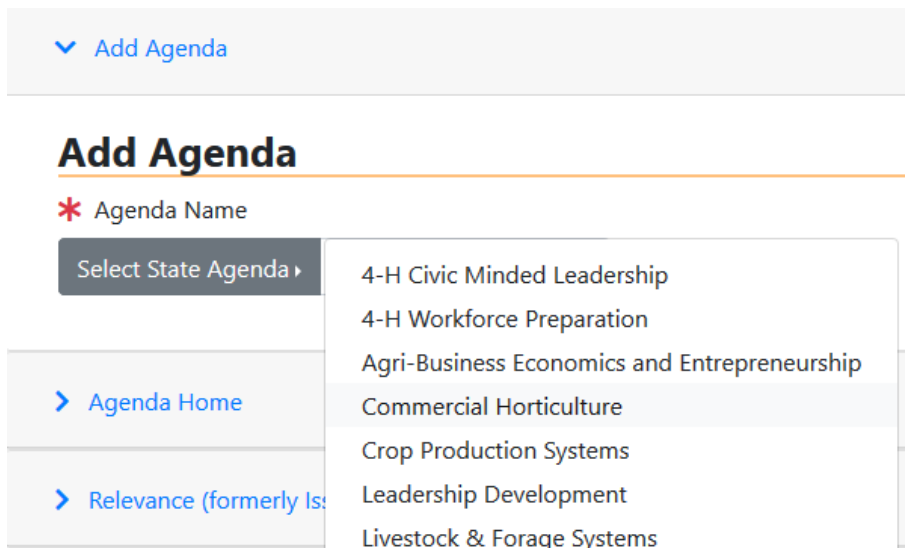
Create New Plan 2021

Once selected the screen will refresh and you will see a screen with a blank Plan. You are now ready to create your Individual Agenda.



Individual Action Agenda

You will begin by adding Agenda(s) to your IAP by clicking on the Add Agenda button toward the right of the screen. A Create Agenda screen will allow you to select a State Action Agendas (SAA) drop-down list. The items selected will appear in the box next to the Select State Agenda drop down.



When you select a State Action Agenda (SAA), the information from the SAA database will populate the following plan screens for your use: Relevance, Plans for the Coming Year, Collaborators/Partners/Resources, Outcomes, Planned Evaluation.

Agenda Home

The Base Program(s), Knowledge Area(s) and Topic(s) are automatically populated from State Action Agenda (SAA) selected. You can add or delete a base program by clicking in the drop down and checking/unchecking the check box next to the item you desire to add/remove.

Note: When completing each section the data entered will not be saved until the Save Agenda button is clicked. If you cannot add all of the information to your IAA click the Save button to save the data to come back to it later.

Agenda Home

Base Program	Research/Knowledge Area	Topic
4-H Youth Development ▾	4-H Positive Youth Developm...	4 selected ▾
> Relevance (formerly Issue)		Search ✕
> Plans for Coming Year		Close
> Collaborators/Partners/Resources		<input type="checkbox"/> 4-H Science
		<input type="checkbox"/> 4-H Volunteer Development
		<input type="checkbox"/> Achieving Goals

Relevance

The Relevance section is a description of the needs or problems being addressed by the program agenda. The Relevance section describes the people to be served and their needs. This statement addresses the relevance of the problem to be addressed. The section entitled Agent Addition is provided for a concise description of how you are addressing the agenda issue, including what items in the issue you identified as important to your specific county situation, what needs assessment methods were used, who was involved in the needs assessment, etc.

Enter your Relevance data into the text box provided. The characters remaining will count down to zero when no additional information can be added.

▼ [Relevance \(formerly Issue\)](#)

Relevance (formerly Issue)

Value-added agriculture, including food processing, direct marketing and agritourism, is a growing sector of Tennessee agriculture. Census of Agriculture data shows the number of farms with direct sales of products to consumers for human consumption has grown 36.6 percent between 1997 and 2012 with sales growing 128.9 percent to \$19.2 million. The number of farms producing and selling value-added processed products increased 30.6 percent between 2007 and 2012 to 3,551 farms. Agritourism and recreational sales increased by 83.1 percent between 2007 and 2012 to \$11.9 million for 616 farms, up 20.8 percent. Starting and operating value-added enterprises is challenging. To improve potential for success in analyzing ideas and developing enterprises, producers need education in enterprise analysis, business planning and management, marketing, regulations, risk assessment and management, food safety, customer service and other topics.

Relevance - Agent Additions ⓘ (6000 characters remaining.)

Plans for the Coming Year

Plans for the Coming Year describes the processes, methodologies, programs, products and/or curricula to be used in delivering the program. The Plans for the Coming Year section consists of two parts: Target Audience and a narrative describing the Details Agent Plans. The information in this screen is populated with data from the SAA. You may copy and paste data to create your specific plans for the coming year or simply add additional plans.

Click the Target Audiences dropdown to view and select or remove target audiences. Enter your Detailed Agent Plans data into the text box provided. The characters remaining will count down to zero when no additional information can be added.

Plans for Coming Year

Plans for Coming Year

Target Audience

7 selected

State Agenda Plans

Partner

- With industry agencies and organizations such as the Tennessee Department of Agriculture, Tennessee Farm Bureau, Tennessee Association of Farmers Markets, Tennessee Agritourism Association and others to plan, develop, deliver and evaluate educational prog

Assess

- Assess needs of clients through secondary data evaluation, program evaluation data, observations, needs assessment questionnaires and stakeholder input.

Educate

- Provide individual technical assistance, educational publications, educational workshops, agent in-services, websites, email communications, news articles, social media

Work with Media

- Work through Marketing and Communications to offer statewide news releases and News You Can Use Articles.

Detailed Agent Plans ⓘ (6000 characters remaining.)

Collaborators/Partners/Resources

Collaborators/Partners/Resources are the specific collaborators, co-workers, organizations and other partners, who will contribute to the plan. Enter information that is specific to your individualized, county program agenda. For example, you should describe the roles and responsibilities of collaborators and partners who are either internal or external to the county program.

Enter your Collaborators/Partners/Resources data into the text box provided. The characters remaining will count down to zero when no additional information can be added.

▼ [Collaborators/Partners/Resources](#)

* Collaborators/Partners ⓘ (6000 characters remaining.)

Outcomes

The Outcomes section will allow you to record planned outcomes that will detail what you expect to happen as the result of the execution of your planned program(s). Agenda outcomes are organized by topic and are specifically associated with that topic. The outcomes are populated by data from the SAA. To add Outcomes that are not in the SAA go back to the Agenda Home and select the appropriate Base Program, Knowledge Area and Topic.

Click the check box next to the Outcomes you wish to include in your plan. Clicking the Check All box will include all of the Outcomes in that section.

▼ [Outcomes](#)

Outcomes

[Ethical Decision-Making](#)

Check All

Short Term

___ youth who report they now try to identify what causes a problem.

___ youth now get information about a problem.

___ youth who report they now listen to people with more experience than themselves.

___ youth who report they can make a decision.

___ youth who report that they have learned that some choices are better than others.

Planned Evaluation

Planned Evaluation Methods are the specific ways the planned outcomes will be measured. The information in this section is populated by data from the SAA.

Click the End-of-Program Survey drop down to select or deselect the types of Evaluation Methods. Click the Close button to close the drop down.

Enter your Collaborators/Partners/Resources data into the text box provided. The characters remaining will count down to zero when no additional information can be added.

Planned Evaluation

Evaluation Method

End-of-Program Survey ▾

Search ✖

Close

- End-of-Program Interview
- End-of-Program Survey
- Follow-up Interview
- Follow-up Survey
- Observations
- Other
- Pre/Post Test
- Third-Party Sources

The UT Extension PEN (Program Evaluation Network) will be used to evaluate the 4-H Civic Minded Leadership program. 4-H agents should select the evaluation instrument which best reflects their local needs assessment and programming. The end-of-program survey (also known as post-test only) is the appropriate method for this program and audience. One or more of the following instruments are suitable:


- Responsible Citizenship
- Leadership
- Ethical Decision-Making
- Teamwork

Evaluation Plan Agent Addition ⓘ (6000 characters remaining.)

Saving an Agenda

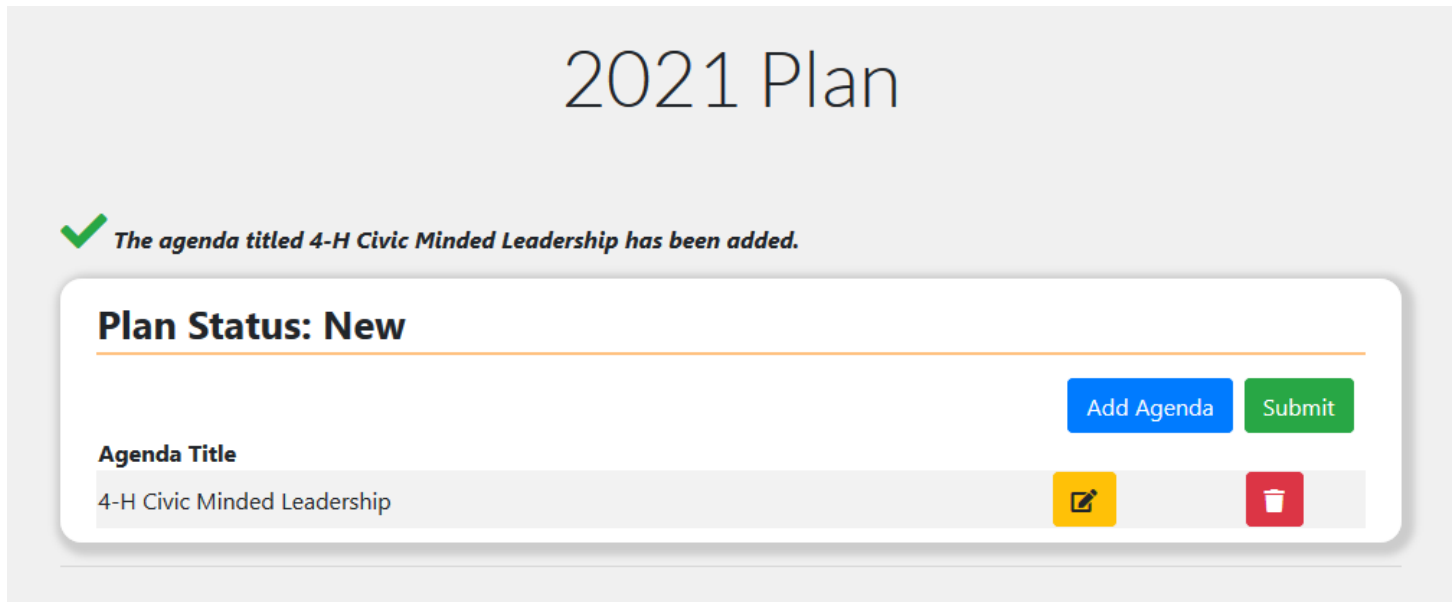
When ready to save your Agenda, click the Save Agenda button. You will be prompted with a pop up asking if you want to submit the Plan. Click the Submit Plan or Keep Editing as appropriate.

Submit Plan? ✕

 Are you sure you wish to submit this plan?


Submit Plan Keep Editing

The Agenda will save and the screen will display the Plan screen with the title of the Agenda displayed.



Editing an Agenda



To edit an Agenda, click the edit icon . Click on the section you wish to edit to open it in edit mode. Add your edits and when complete click the Save Agenda button. The screen will refresh where the Agends just edited will be available for futher edits. To get back to the current Plan click on My Plan.

Duplicate Agenda

Duplicate Agendas will copy last year's Agendas to the current Plan. From the Plan screen click Duplicate Agenda. Once duplicated click the Edit button to make and save edits.

Submitting an Agenda

Return to the Plan screen by clicking My Plan in the breadcrumb menu. Click the Submit button to send your plan to your supervisor. Your supervisor will receive an email saying your Plan is ready for review. Once submitted, the plan status will be Submitted to County Director for agents and Submitted to Regional Program Leader for county directors and area specialists. When submitted the edit button will be hidden and the Plan will only be in view mode.

Plan Status and Workflow

New – In this status, the Agent may view and edit the IAP. It is not editable by others.

Submitted to County Director – In this status, the county director may view and edit the IAP. The county director may submit to the regional program leader or return to the agent for changes.

Changes Requested by County Director – In this status, the agent may view and edit the IAP.

Submitted to Regional Program Leader – In this status, only the regional program leader may view, make a comment and add a score the IAP. The regional program leader submits their ratings or returns the Plan to the agent.

Rated, Locked – In this status, the IAP cannot be altered. Only the regional program leader can unlock the IAP for edits by the agents.