

Annual Plan Checklist

Your Annual Plan is professional documentation representing your work in the county and will be available for others to view upon approval. Please check your writing for proper grammar and punctuation.

Agenda Home

- Appropriate Base Program, Knowledge Area, and Topic(s) Selected

Needs Assessment Module

- Minimum of three strategies selected
 - Data Document Review (**required**), Advisory Groups (**required**), Focus Groups, Stakeholder Groups, Surveys, Key Informant Interviews, and Observations
- Explain how diverse/under-represented stakeholders or clientele were included in the Needs Assessment process in the detail section.
- Summarize key findings from selected strategies based on your needs assessments (1000 Character limit).

Key Findings

- Summary of Needs Assessment findings. Section will auto-populate from Needs Assessment module to agenda.

Plans for the Coming Year

- Monthly or quarterly timeline
- Focus of timeline should be education first and then supporting activities.
- Specific details of how you are implementing programs.
- This should address key findings from Needs Assessment.

Civil Rights Plan

- Explicit plan to reach diverse/underserved audiences with your programs
- Specific way you are reaching these clientele – who, what, when, where, and how

Collaborators/Partners

- Partners and their specific roles are identified (Teaching, Funding, Program Support).

Outcomes

- Outcomes are selected and individual outcome indicators appear in this section.
- Outcomes should correspond to priorities identified in the Needs Assessment module.

Planned evaluation

- Specific plan included – who, when, how, where, what – to obtain data for outcomes
- Include plan for follow-up evaluation if behavior change (intermediate) outcomes selected

Alignment

- Needs Assessment, Plans for the Coming Year, Civil Rights Plan, Outcomes, and Planned Evaluation Methods are related