MSU Extension believes fully in planning annually and multi-year, 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 exam-
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. Most Institutes have a minimum requirement of reporting outputs and narratives at least once a quarter.

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

- Work Team Plan of Work due at the end of the summer to Institute Directors.
- Approved Work Team Plan of Work due by September 15.
- Individual Plan of Work due January 10.
- Individual Reporting Completed by January 15 for the previous year including Cooperative Output records showing your contributions.

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