

# AIMS

**U of A**  
DIVISION OF AGRICULTURE  
RESEARCH & EXTENSION  
University of Arkansas System



## Creating Your FY2020 Plan of Work

### NOTE: Please take notice!

AIMS has been realigned with our traditional program areas, ANR, FCS, 4-H & CED, plus SNAP-Ed.

1. Log into AIMS using your Active Directory password ([aims.uaex.edu](https://aims.uaex.edu) or through the AIMS link on [uaex.edu/links](https://uaex.edu/links)).

2. Click “my Plan”



3. Select the first **Program Name** you would like to include in your IPOW.

(NOTE: To view contents of each planned program area, under Frequently Asked Questions in AIMS Help, there is a list of all the goals included in AIMS.)

Create your Plan Of Work		
Preview IPOW Summary <b>FY 2020</b> (10/1/19 - 9/30/20) <b>FY 2019</b> (10/1/18 - 9/30/19)		
Program Name()	Days	Delete
2020 4-H Youth Development		
2020 Agriculture and Natural Resources		
2020 Community & Economic Development		
2020 Family & Consumer Sciences		
2020 Supplemental Nutrition Assistance Program (SNAP-Ed)		

4. Select the **Goal Number** of each area to be included in your IPOW.

FY2020 <b>4-H Youth Development:</b> Enriching Arkansas children's lives through 4-H Positive Youth Development priority programs, activities and volunteer development.	
<b>Goal#</b>	
1	

5. Complete **Staff Days for Goal** (total for entire goal, not for one objective).

<b>Program:</b>	4-H Youth Development
<b>Goal:</b>	1# <b>4-H Youth Development:</b> Enriching Arkansas children's lives through 4-H Positive Youth Development priority programs, activities and volunteer development.
<b>Staff Days for Goal</b>	0 To Delete an objective from this IPOW, put a 0 in Audience #

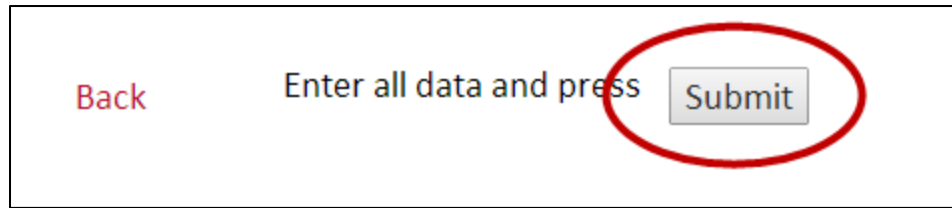
6. For each appropriate objective, fill in/select the following:

- A. **Projected Audience Number** (how many do you think you will reach in this objective?)
- B. **Projected Audience Type** (who do you think you will target in this objective?)
- C. **Direct Methods** (how do you think you will reach clientele?)

NOTE: Hold down the CTRL key to select multiple choices (i.e. audience and methods).

<b>Obj.# 1 4-H Healthy Living Programs</b> (Non Snap Ed/EFNEP) will increase knowledge and skills to lead healthy lives that balance physical, emotional and social health. <b>Specialist Contact:</b> Laura Balis - <a href="mailto:lbalis@uaex.edu">lbalis@uaex.edu</a>	
<b>Projected Audience Number:</b>	<input type="text"/> <b>A</b>
<b>Projected Audience Type:</b>	<b>B</b> <div><div>Adults</div><div>Volunteers</div><div>Youth</div></div>
<b>Direct Methods</b>	<b>C</b> <div><div>Demonstrations</div><div>Educational Class: One session</div><div>Educational Class: Series 2-4 sessions</div><div>Educational Class: Series 5 or more sessions</div><div>Farm/Landowner Visit</div></div>

7. Click “**Submit**” after completing each of the desired objectives for the goal.

A screenshot of a web form interface. It features a 'Back' link in red text on the left, the instruction 'Enter all data and press' in the center, and a 'Submit' button on the right. The 'Submit' button is a light gray rectangle with the word 'Submit' in black text, and it is circled with a thick red hand-drawn line.

8. Repeat Steps 3-7 for each of the other planned program areas and goals to be included in your IPOW.

**NOTE:** County Extension Agents should be planning for 50% of their time, which is generally 113 days. Others need to check with their supervisor on what percentage of their time should be included in their IPOW.

**NOTE:** Those with a SNAP-Ed appointment, please remember your SNAP days account for 100% of your SNAP time, so take HALF of your SNAP time and subtract it from 113 to figure how many days need to be planned in all other areas. For example, 20 days SNAP-Ed, means plan 103 days for all other areas –  $113 - (20/2) = 103$

9. When your IPOW is complete, click “Send Email” at the top of the myPlan page. This will send an email to your supervisor requesting review of your IPOW.

-If revisions are requested by your supervisor, an email will be sent back to you.

-Once you click “send email,” you will have full access to report in AIMS.

<b>myPlan:</b> Diane Mashburn (orgn 1200)	<b>FY2020</b>	
If this Plan of Work ( for the year ) is complete & ready for supervisor review, select IPOW can be changed UNTIL it is submitted to supervisor.		<b>Send Email</b>
Preview IPOW Summary <b>FY 2020</b> (10/1/19 - 9/30/20) <b>FY 2019</b> (10/1/18 - 9/30/19)		

**NOTE:** These steps can be followed at any point during the program year for new employees. Edits can also be made throughout the year. “Send Email” will need to be clicked after edits are made to initiate the changes in your My Reporting page.

If you have questions or problems as you create your IPOW, please contact Diane Mashburn at [dmashburn@uaex.edu](mailto:dmashburn@uaex.edu) or 501-671-2351. If you have questions or problems related to the SNAP-Ed portion of your IPOW, please contact Sarah David at [sdavid@uaex.edu](mailto:sdavid@uaex.edu) or 501-671-2070.