

# AIMS

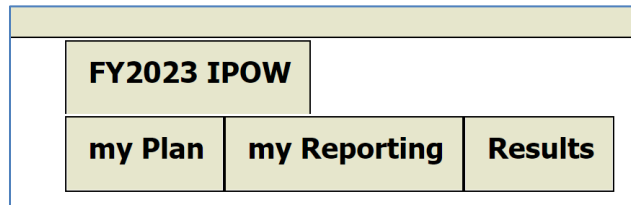
**U of A**  
DIVISION OF AGRICULTURE  
RESEARCH & EXTENSION  
University of Arkansas System



## Creating Your FY2023 Plan of Work

1. Log into AIMS using your Active Directory password ([aims.uada.edu](https://aims.uada.edu) or through the AIMS link on <https://uada.edu/employees/default.aspx>).

2. Click “FY2023 IPOW”



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.)

<b>myPlan:</b> Diane Mashburn (orgn CC013072)	<b>FY2023</b>
Create your Plan Of Work	
Preview IPOW Summary <a href="#">FY 2023</a> (10/1/22 - 9/30/23) <a href="#">FY 2022</a> (10/1/21 - 9/30/22)	
Program Name()	
2023 <b>4-H Youth Development</b>	
2023 <b>Agriculture and Natural Resources</b>	
2023 <b>Community, Professional &amp; Economic Development</b>	
2023 <b>Family &amp; Consumer Sciences</b>	

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

4-H Youth Development <a href="#">Printer-Detail</a>	
FY2022 Goal# 1	<b>4-H Youth Development:</b> Enriching Arkansas children's lives through 4-H Positive Youth Development priority programs, activities, and volunteer development.
Obj.#	<b>4-H Healthy Living</b> - (Non Snap Ed/EFNEP) will increase knowledge and

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

<b>Program:</b>	<input type="text" value="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>	<input style="background-color: yellow;" type="text" value="0"/> To Delete an objective from this IPOW, put a 0 in Audience #

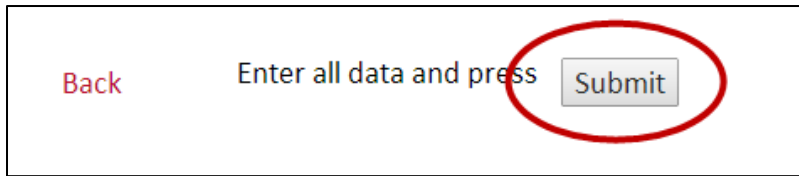
6. For each appropriate objective, fill in/select the following:

- 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).

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

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



A screenshot of a web form interface. On the left, there is a red text link labeled "Back". In the center, the text "Enter all data and press" is displayed. To the right of this text is a grey button labeled "Submit", which is circled with a red oval.

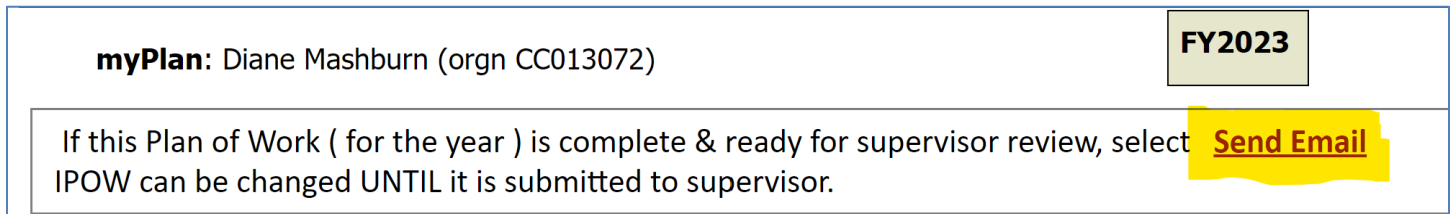
8. Repeat Steps 3-7 for each of the other planned program areas and goals to be included in your IPOW.

**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. State level employees generally plan approximately 75% of their Extension time, which is generally 170 days for a full time Extension appointment.

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.

-If your IPOW is approved, it will be available automatically when AIMS FY2023 opens in October.



A screenshot of the myPlan page. At the top left, it says "myPlan: Diane Mashburn (orgn CC013072)". At the top right, there is a yellow box labeled "FY2023". Below this, a message reads: "If this Plan of Work ( for the year ) is complete & ready for supervisor review, select **Send Email** IPOW can be changed UNTIL it is submitted to supervisor." The "Send Email" text is highlighted in yellow.

NOTE: These steps can be followed at any point during the program year for new employees. AIMS does not "close" the IPOW process after October 5<sup>th</sup>, but moves the ability to create an IPOW for the current year to the "My Plan" link.

If you have questions or problems as you create your IPOW, please contact the Community, Professional, and Economic Development Department at 501-671-2078.