

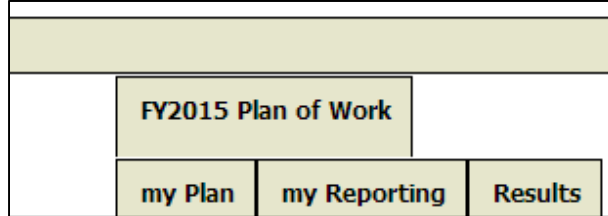
# AIMS

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



## Creating Your FY2015 Plan of Work

1. Log into AIMS using your Active Directory password (aims.uaex.edu or through the AIMS link on ban.uaex.edu).
2. Click “FY2015 Plan of Work”



3. Select the first **Program Name** you would like to include in your IPOW.  
(NOTE: To view contents of each planned program area, view the AIMS resource PDF named, “FY2015 Planned Program Area Contents”)

Program Name()	Days	Delete
2015 Access to Safe & Nutritious Foods		
2015 Agricultural Production & Processing		
2015 Community & Economic Development		
2015 Environment, Energy & Climate		
2015 Opportunities for Families and youth		
2015 Supplemental Nutrition Assistance Program (SNAP-Ed)		

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

Access to Safe & Nutritious Foods [Printer-Detail](#)

**FY2015 Goal# 1** **Foods & Nutrition:** Reduce the risks of lifestyle-related chronic disease and obesity among adult Arkansans. Specialist Contact: Rosemary Rodibaugh, rrodibaugh@uaex.edu

Obj.# 1 Adult participants will adopt eating and lifestyle behaviors that are consistent with the Dietary Guidelines for Americans and MyPlate through participation in **Cooking Schools**  
Specialist Contact: Rosemary Rodibaugh, rrodibaugh@uaex.edu

Obj.# 2 Adult participants will adopt eating and lifestyle behaviors that are consistent with healthy weight through participation in Extension **healthy weight programs**. Specialist Contact: Rosemary Rodibaugh, rrodibaugh@uaex.edu

5. Complete **Staff Days for Goal** (not for each objective).

<b>Program:</b>	<input type="text" value="Access to Safe &amp; Nutritious Foods"/>
<b>Goal:</b>	1# <b>Foods &amp; Nutrition:</b> Reduce the risks of lifestyle-related chronic disease and obesity adult Arkansans. Specialist Contact: Rosemary Rodibaugh, rrodibaugh@uaex.edu
<b>Staff Days for Goal</b>	<input type="text" value="0"/> To Delete an objective from this IPOW, put a 0 in Audience #

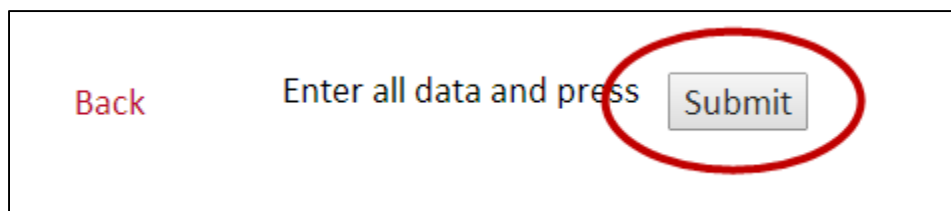
6. For each appropriate objective, fill in/select the following:

- A. **Projected Audience Number** (how many do you think you'll reach in this objective?)
- B. **Projected Audience Type** (who do you think you'll reach in this objective?)
- C. **Months** (Will this be just a few months or year-round?)
- D. **Direct Methods** (how do you think you'll reach clientele?)

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

<p>Obj.# 1 Adult participants will adopt eating and lifestyle behaviors that are consistent with the Dietary Guidelines for Americans and MyPlate through participation in <b>Cooking Schools</b> Specialist Contact: Rosemary Rodibaugh, rrodibaugh@uaex.edu</p>	
<p><b>Projected Audience Number:</b> <input type="text"/> <b>A</b></p>	
<p><b>Projected Audience Type:</b> <b>B</b></p> <p>Adults, Parents, Older teens</p>	
<p><b>Months</b> <b>C</b></p> <p>Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec All</p>	<p><b>Direct Methods</b> <b>D</b></p> <p>Demonstrations Educational Class: Series 2-4 sessions Educational Class: Series 5 or more sessions Educational Class: One session Farm/Landowner Visit</p>

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



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.

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 when AIMS FY2015 opens in October.

A screenshot of the myPlan page in the AIMS system. The page header includes "Extension Home >", "Welcome Diane Mashburn (orgn 1200)...(Change User)", and navigation links for "Home", "Contact Us", "FAQ", and "AIMS Help". Below the header, it shows "myPlan: Diane Mashburn (orgn 1200)" and a "FY2015" dropdown menu. A message states: "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" button is circled in red. Below the message, there are links for "Preview IPOW Summary FY 2015 (10/1/14 - 9/30/15)" and "FY 2014 (10/1/13 - 9/30/14)". A table lists program areas with their respective days and delete options.

Program Name()	Days	Delete
2015 Access to Safe & Nutritious Foods ( 1 )	34	Delete
2015 Access to Safe & Nutritious Foods ( 3 )	20	Delete
2015 Agricultural Production & Processing		
2015 Community & Economic Development ( 2 )	10	Delete
2015 Environment Energy & Climate		

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 Mary Poling at [mpoling@uaex.edu](mailto:mpoling@uaex.edu) or 501-671-2212.