Creating/updating an Action Plan in PEARS

**Project Title: (PEARS Action Plan-Step 1)**

**Title:*** The name of your project (action plan) should follow a standard naming convention.

**State/PFT Plans:** Start with the main program area, followed by name of program.
- Ex. ANR, Weed Management/Resistance
- Ex. 4-H, Outdoor Skills

**Individual/Plans:** When copying a state plan to an individual plan, change the name to include main program area, followed by name of program, followed by county name (for agents) or department name (for specialists) and then individual last name.
- Ex. FCW, Solid Finances, Cass, Ussatis (agent example)
- Ex. FCW, On the Move to Better Health, HNES, Garden-Robinson (specialist example)

**Reporting Period:*** Currently, PEARS utilizes the federal fiscal year. Select the federal year that includes NDSU’s upcoming calendar year. As an example, select 2018-2019 for the NDSU 2019 calendar year.

**Level:*** Choices are “State/PFT” or “Individual”. If you are entering a plan for yourself, select “Individual”.

**Type:*** Choices depend on your response to the previous question above, Level.

As a program area team leader, you should choose “State/PFT” at Level. Designate the State/PFT plan as “Pilot,” “Core” or “Signature.”

As an individual agent or specialist, you should choose “Individual” at Level and designate your individual plan as “Local” or “Pilot”. Most of your plans will be “Local” in nature if it is an established program and/or copied from a State/PFT plan. Use “Pilot” only if the initiative is new and there is no State/PFT pilot program currently available.

**Program area:*** Select the program area(s) most appropriate for this plan. As an example, if you have a Junior Master Gardener program, you could list both the Horticulture and Forestry team and the 4-H Youth Development team.

**Other contacts:** This is especially important for team leaders. These contacts will be able to edit this action plan.

**Grand Challenges:*** One of the new terms included within PEARS is “Grand Challenges”. Currently NDSU Extension does not use this terminology, but PEARS does. Please enter the 2019 Program Area your Action Plan will be used in. Your choices of program areas include “4-H and Youth Development”, “Agriculture and Natural Resources” and “Family and Community...
Wellness”. You may check more than one Program Area (ie Design Your Succession Plan, both ANR and FCW). The section header “Grand Challenges” is hard coded within PEARS and cannot be edited at this time to reflect our use of this section for “Program Areas”.

**Situation: (PEARS Action Plan-Step 2)**

Was a needs assessment performed for this action plan?* This is a Yes/No question. If a needs assessment was performed, please enter a brief description of the needs assessment in the following “Brief description of assessment results” text box.

Brief description of assessment results:* Here is where you enter results from the needs assessment you indicated above.

Situation statement: This can be a brief statement of the problem, condition, issue or situation as to why NDSU Extension is programming in this area. Who asked for it?

**Outcomes: (PEARS Action Plan-Step 3)**

Outcomes are relative. If you are designing a program that can be completed within 6 months, then short term might be 90 days. If you are designing a program that will take 3 years to complete, short term might be 1 year. The purpose of this section is to help you establish a realistic time table for completion of the project and to give your reader an accurate frame of reference so they can put your efforts into context.

**Short term outcome:** What do we want our learners to know? Short term outcomes address changes that can be accomplished in a relatively short timeframe such as knowledge, awareness, skills, attitude, opinions, and motivations.

**Indicators of short term outcomes:** How will you know if are successful in reaching your short-term outcome goals? What will success look like to you? Can you measure this qualitatively or quantitatively?

**Medium term outcome:** The participants start using the knowledge. What are the participants going to do with the education? Are you looking for a change in behavior or practice? What action could they do such as participate in or plan an action? Is there a policy change that could occur?

**Indicators of medium term outcomes:** How will you know if are successful in reaching your medium-term outcome goals? What will success look like to you? Can you measure this qualitatively or quantitatively?
**Long term outcome:** Participants’ lives are improved over time by using the knowledge. How are their lives improved? What is the desired impact of the program? Will it increase the economic wellbeing of the participant or their community? Will it increase program efficiency?

**Indicators of long term outcomes:** How will you know if are successful in reaching your long-term outcome goals? What will success look like to you? Can you measure this qualitatively or quantitatively? Is there an economic threshold that should be reached?

**Public value:** What is the value of this program to the public? Before you even start the program, describe why this program is in the best interest of the public. If you cannot describe a public value for this program, maybe you should re-evaluate why you are doing it.

**Outputs: (PEARS Action Plan-Step 4)**

**Intended outputs:** What type of actions will you take? Form a team, design a program, create a curriculum, have training sessions or webinars, evaluate the training, facilitate? Who are the participants? Clients, stakeholders, agencies, decision makers?

**Status:** For State/PFT Plans, when the plan is completed to your team’s (PFT) satisfaction, choose “Yes” in the ‘Ready to Submit Field’ at the bottom of Step 4. It will automatically be forwarded to the program leader for approval.

For Individual Plans, change the Status at the bottom of Step 4 from “Draft” to “Finished” when it is complete. This allows others to see your individual plan.