

PREPARING WORK PLAN

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7.1 Introduction

Work plans are developed for following during implementation stag of the programme development. It serves as a guide for the extension personnel to bring about the required change in the farmers' knowledge, attitude, feelings and thinking. Developing a realistic plan requires a considerable skill on the part of extension worker. First, an extension worker needs to be aware of and know how to develop an extension plan. Only then that person can develop a workable plan of work.

In this unit, it is tried to elaborate the concept of work plan, it significance and principles to be observed for building an extension work plan. The importance of involving stakeholders in designing work plan is highlighted. The procedure of developing an extension plan is elaborated and an example is also presented for the guidance of our prospective extension workers. At the end some activities and self-assessment exercises are given for the student to work.

7.2 Objectives

After studying this unit, students will be able to:

1. explain the concept and importance of work plan in extension programme.
2. identify the elements of work plan.
3. describe the principles for developing work plans.
4. develop work plan as and when required.

7.3 Plan of Work (Defined)

The work plan is defined as:

- An outline of activities arranged to enable the efficient execution of entire programme or

- A course of action designed to produce some specific results or outcomes?
or
- A schedule of activities to be under-taken. It answers the questions like, how, when, where and by whom activities are to be undertaken.

This means that it provides answers to the questions like:

What - the activity

When - At which date and time the activity will be taking place

Where - Activity place

How - Teaching methodology

Who - the person responsible

7.4 Principles for Building Plan of Work

The following are some guiding principles, which may prove helpful in preparing and using a plan of work.

- It is based on the planned programme and includes the extension methods and other means to achieve the stated objectives.
- The plan of work should be revised as needed to reflect progress and changes in goals and objectives.
- It should include necessary procedures to accomplish programme objectives, establish calendars of activity, and designate responsibilities.
- The total extension job specified in the plan must be practical in terms of staff, time, and other available resources.
- The annual plan of work should be realistic in terms of possible accomplishments.
- It should incorporate appropriate evaluation procedures to appraise changes in the people reached.

- Plan of work must provide information concerning the following:
 - a) Problem to solved.
 - b) Specific objectives to be achieved.
 - c) People to be reached.
 - d) Place and time required.
 - e) Persons to be responsible for different activities.
 - f) Activities to be undertaken/methodology to be used.
 - g) Evaluation/appraisal of accomplishments.

7.5 Importance of Work Plan

The plan of work is a primary tool of the extension worker, which she prepares for her/his own use as an aid in attaining the objectives of the programme. It also includes the list of activities to be undertaken. An extension plan specifies what to do, when to do it, where to do it, how to do it, and who would be responsible for what. It serves as a blueprint for all those involved in extension programming to be followed in moving forward as the programme progresses. This means that work plan provides a means of accountability.

7.6 Elements of Work Plan

Developing work plan is central to extension programme development. It has following elements:

7.6.1 Statement of Problem

Indicate clearly the problem of farming community to be solved.

7.6.2 Specific Objectives

Objectives serve as criteria to judge the success or failure of an extension programme. Hence, the objective(s) must be specific enough stated in a measurable form (see unit 6).

7.6.3 Activities to be Undertaken

Identification of activities to be undertaken for the accomplishments of objectives is an important element of work plan. A great deal of efforts must be put in

determining the activities required. It must be done with the involvement of all the stakeholders in a participatory fashion. It must be based on the over all objectives of the extension programme. All the activities to be undertaken must be written down in detail and be arranged in a sequential order. Careful attention paid in determining the right sequence helps in the systematic implementation of the entire programme. Therefore, time and efforts invested in this step ensure the potential success of the extension programme.

7.6.4 Time Frame

It provides the answer of when to do what. It should be mentioned clearly which activity will be undertaken at what date and time. It helps to monitor the implementation of the extension programme and checking whether the extension programme is advancing as was planned, and if not, then to take necessary corrective action. Preparing Gantt Chart is often helpful for time specification as given below:

Gantt Chart indicating the time frame of activities.

Name of activity	Year 2001							
	Jan	Feb	Mar	April	May	June	July	Aug
Establishing contacts with local farmers	■							
Farm visits for the selection of farmers for laying out Demonstration centers		■						
Laying out demonstration centers			■					
Method demonstration meetings				■				
Organizing local tours						■		
Interviewing farmers								■

7.6.5 Place Specification

Place specification means where the activities will be undertaken. It also facilitates the monitoring process.

7.6.6 Fixing Responsibilities

Fixing responsibilities mean who will be responsible for what. Designing work plan is incomplete unless various stakeholders are assigned specific activities. It is important to find out the skills and interests of the stakeholders before fixing the responsibilities so that the task(s) assigned to them can match their skills.

7.6.7 Evaluation Procedure

Indicate how the evidence will be collected to judge the performance of the stakeholder involved in the task of extension programme development.

7.7 Peoples Participation in Preparing Work Plan

Effective organization provides a means of involving people in the development work plan. As emphasized through out this book, Involvement of people is a basic element of extension education. Internationally, people are putting forth arguments to ensure the participation of local people almost in every activity. This is especially true in extension education programmes. Extension educators must understand the rationale of involving people. It will strengthen their faculties to involve people at grass root level. Some of the reasons for the involvement of people in developing plans are listed below:

7.7.1 To support the Democratic Process.

It is believed that responsibility belongs to people. The people to be affected by a programme should say what might affect them. They should be accountable for the consequences of their own decisions. Ultimately, people involvement leads to independence and self-determination. Moreover, the local resources can be mobilized, many of them on voluntary basis, through participation.

7.7.2 To Build Acceptance

In order to get the commitment and support of local people for the programme for which extension educator is largely responsible. People are more likely to accept and support the programme of change when they have been provided with an opportunity to participate and give input. Involvement of people also results in better plans. It also helps to arouse interest among the local people. If the plans are developed with the active involvement of people, then they will own it and do their best to make it success.

7.7.3 To Improve Decisions

The idea of participation is based on the recognition of people abilities. It is, therefore, suggested that draw on people knowledge, skills, and perceptions of needs to design policies, overall programmes and programme activities. The official organizational plans are likely to be improved by getting the peoples point of views. Finally, improved programme coordination, cooperation, and integration can lead to the reduction of conflicts and errors and thus improve decisions.

7.7.4 To Improve Learning

It is especially useful to help people learn how to run their own affairs. People continuously learn and better learn through their direct and indirect participation. They become more skilled, knowledgeable and creative in problem solving.

7.8 How to get People Participation

Extension educator must maintain close liaison with local people at all stages of extension programme development and implementation encourages cooperation and reduces friction. Following are some of the guidelines in this connection;

7.8.1 Identify and counsel with:

- a) Existing leadership-both formal and informal,
- b) Cooperators in previous extension or related rural programmes if any
- c) Individual citizens having useful knowledge, understanding, or interests.

7.8.2 Consult with other professional workers in agriculture such as:

- a) Formal or informal planning committees,
- b) Tribal councils and other official bodies,
- c) Commercial and cooperative organizations, and
- d) Administrators of programmes in related fields.

7.9 Work Plan: An Example

- I. Problem: Severe attack of "Citrus Psylla" on citrus orchards, which causes huge loss to farmers.
- II. Specific Objectives: To convince all the citrus growers to control Citrus Psylla by spraying appropriate chemicals (insecticides).
- III. Target clientele: Citrus growers
- IV. Place: Garhi Dopatta
- V. Time frame: Six months
- VI. Person responsible: Field Assistants
- VII. Activities to be undertaken:
 - a) Laying out demonstration centers.
 - b) Farm visits to educate citrus growers for control of citrus psylla.
 - c) Method demonstration meetings.
 - d) Organizing local tours.
 - e) Checking of dealers stocks to ensure the adequate and in-time supply of insecticides.
- VIII. Evaluation:
 - a) By checking hot spots.
 - b) By interviewing citrus growers.
 - c) By conducting surveys. i.e. checking/inspecting citrus
 - d) Orchards where spraying was done to measure the results.

7.10 Work sheet

Problem

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Specific Objectives:

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Target Clientele

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Place

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Time

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Person Responsible

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Activities to be Undertaken

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Evaluation Procedure

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7.11 Activities

Situation

You are assigned the task to plan an extension education programme for the uplift of the farmers of your own village. For this purpose, you have already completed comprehensive need assessment exercise. Keeping in view the situation, perform the activities given below:

1. Identify the existing leaders in the village

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2. Identify the key informants in the village

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3. Identify the other allied agencies working in the village

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4. Council with the identified leaders and key informants of the village and ask them to identify at least six activities to be undertaken during the implementation of programme.

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5. Ask them to arrange the activities in a sequential order

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7.12 Self Assessment Exercises.

- Q. No. 1 Define the term plan of work and elaborate its importance in an extension programme.
- Q. No. 2. Describe the rational of involving people in developing plan of work .
- Q. No. 3 What are the basic principles to be observed by an extension worker while developing plan of work.