

## PREPARATION OF PLAN OF WORK AND CALENDAR OF WORK

### What is plan of work?

Plan of work refers to a broad outline of activities to be done at each step of the program planning execution and evaluation phases. It broadly indicates what activities to be done by whom, when and where. A plan of work is usually prepared for one year and may include the following:

- a. Name of the program
- b. Year of planning
- c. Target groups
- d. Location or place where the program is going to be implemented
- e. Statement of objectives
- f. Activities to be done to achieve the objectives
- g. Personnel involved
- h. Duration of time needed to accomplish the activities

### Benefits of Having a Plan of Work:

- a. A plan of work facilitates timely execution of the program;
- b. It assists in the preparation of budget for an extension program by justifying the expenditure;
- c. It provides a guide for use in carrying on extension work planned in a systematic manner;
- d. It prevents the extension personnel from their omission of works and responsibilities;
- e. It assists in the monitoring, evaluation and supervision of extension programs; and
- f. It helps to establish proper coordination in the activities of extension workers, agencies and organizations.

### How to prepare a plan of work?

According to the proforma suggested below a plan of work could be prepared

Name of the program: Year of planning : Objectives of the program: Target groups: Location / place: Extension personnel involved:		
Serial No.	Activities to be done	Time of carrying out the activities
1		
2		
3		
4		
.		
.		
and so on		

### What is a Calendar of work?

The calendar of work is prepared on the basis of the plan of work. It is the fragmentation of the annual plan of work according to one or two or a few major activities listed in the plan of work. It contains a chronological, detailed and specific description of what works to be done

in each of the activities enlisted in the plan of work by whom, at what particular time (or date) and place and how. A calendar of work is prepared to describe the practical ways of conducting the activities enlisted in the plan of work. Usually a calendar of work is prepared for three months but may even be prepared for a week, a month or a season.

The plan of work differs from the calendar of work in that it is the rough and broad outline of the activities of one year. But the calendar of work is a part of the plan of work with specific outline of the activities of three months usually. However, a calendar of work may include the following:

- i) Name of the program
- ii) Year of planning
- iii) Target groups
- iv) Statement of the activities taken from the plan of work
- v) Works to be done to accomplish the activities
- vi) Specific mentioning of places, date and time of performing the works
- vii) Person(s) responsible for the accomplishment of the works
- viii) Quantifiable indicators against each of the work i.e. specific mentioning of how farmers to be involved in each of the works for how many days; how many teaching handouts etc. be prepared and when; what amount of different inputs including required and when these must be managed
- ix) Financial requirement or budget for conducting the works ( if applicable)

### **Preparation of calendar of work:**

A calendar of work can be prepared according to the proforma suggested below:

Name of the program:-----						
Year of planning:-----						
Target groups:-----						
Place / Location:-----						
<b>Major activity</b>						
Sl No.	Works to be done	Quantifiable indicators	Specific location for conducting the works	Specific time or date	Budget	Personnel responsible

### **SAMPLE OF A PLAN OF WORK**

A program planned for the Rabi season, 2017-18 has been shown as an example. The plan of work based on that program may be as follows:

Name of the program: Program for Rabi season  
 Year of planning : 2017-18  
 Target groups : Small and marginal farmers

Objectives : To increase the production of rabi crops by increasing  
i) the fertility of soil and  
ii) the availability of new HYV seeds of wheat

Place / location : Savar Upazila

Personnel involved : All the upazila level officers and the Sub Assistant Agriculture Officer (SAAO) of the concerned blocks

Activities	Duration of time															
	Jan 17	Feb 17	Mar 17	Apr 17	Ma 17	Jun 17	Jul 17	Ag 17	Sp 17	Oc 17	Nv 17	Dc 17	Jn 18	Fb 18	Mr 18	Ap 18
1. Farmers Information Need Assessment (FINA)																
2. Consulting the monitoring and evaluation programs																
3. Collecting other information having relevance with the program																
4. Consulting different relevant organizations																
5. Preparing the rough program																
6. Making discussion with the farmers about the rough program and securing their opinion																
7. Finalizing the program and getting the approval of DEPC and ATC																
8. Organizing in-service training																
9. Execution of the program and monitoring																



<b>Activity- 1 : Method demonstration on low-cost compost preparation technique in the homestead</b>						
Sl. No.	Works to be done	Quantifiable indicators	Specific location	Specific time	Budget	Personnel Responsible
8.	First field day	30 field days	Homestead of the selected farmers	20 Jan. to 5 Feb,2018	No cost	SAAO and all the officers
9.	Second field day	30 field days	Homestead of the selected farmers	6 Feb. to 21 Feb,2018	No cost	SAAO and all the officers
10.	Farmers rally	8 rallies	All over the upazila	22Feb.to15 Mar, 2018	Tk. 40000/-	SAAO and all the officers
11.	Follow-up	Interviewing 100 farmers	All over the upazila	15 Mar. to 30 Mar, 2018	No cost	SAAO

<b>Activity 2 : Training of farmers on compost preparation techniques in the homestead</b>						
Sl..No.	Work to be done	Quantifiable indicators	Specific location	Specific time	Budget	Personnel responsible
1.	Selection of farmers groups	100 groups of small and marginal farmers; each group containing around 30 farmers	All over the upazilla	15 Oct. to 15 Nov,2017	No cost	BS and other organizations working with
2.	Preparation of training module	3 modules on compost preparation	Upazilla head quarter	15 Nov. to 30 Nov,2017	No cost	AEO
3.	Preparation of training aids	100 flip charts on compost preparation	Upazilla head quarter	1 Dec. to 15 Dec,2017	Tk.5000/-	AEO
4.	Training of SAAO	30 SAAOs	Upazilla training centre	16 Dec. to 31 Dec,2017	Tk..5000/	UAO/AEO
5.	Training of farmers	100 farmer groups	Suitable location at the blocks	1 Jan. to 15 Mar,2018	Tk..5000/	SAAO
6.	Follow-up	Interviewing 10% farmers	All over the upazilla	16 Mar. to 31 Mar,2018	No cost	SAAO

This Calendar of Work shows the specific responsibilities of all the upazila level extension personnel from 15 October to 31 March (entire rabi season, 2017 - 18) for the execution of the program planned earlier. However, both Plan of Work and Calendar of Work may also be prepared based on the activities of only one person.

### **Who is/are to Prepare Plan of Work and Calendar of Work?**

In all hands of advanced planning, it is expected that the Plan and Calendar of Works be prepared the respective personnel themselves. This may however later require a formal approval of the named authority. According to the new Agricultural Extension Policy (NAEP) of the DAE, the respective workers would themselves prepare their own Plan of Work. The extension workers then consult with the concerned officers and then collectively decide who do what work with whom and when.