

INSTRUCTIONS FOR COMPLETING THE 2017 ANNUAL PLAN OF WORK

Prior to Getting Started

In order to help conservation districts develop strategic and actionable plans, the 2017 Annual Plan of Work (APW) form is closely integrated with the Long-Range Plan (LRP) template. Make sure you have the LRP handy for completing the APW. The Colorado State Conservation Board’s Regional Conservation Specialists are available to assist conservation districts with the APW process. Please consider utilizing the Conservation Specialist in your area.

The APW Form is Excel-based and color-coded to make completing the form as simple as possible. The APW form is intended to be customized in order to integrate with the district’s LRP. Most of the fields in the APW are automatically formatted to expand vertically as text is added. Should you need assistance with any formatting consult the step by step EXCEL shortcuts on the last page of these instructions or utilize your Conservation Specialist –don’t struggle. Step by step instructions for finalizing the 2017 APW are listed below.

The 2017 APW must be submitted electronically through DOLA (E-FILE) by January 1, 2017. See here for instructions.

<https://sites.google.com/a/state.co.us/lands/Blog/changeonpaperworkssubmission>

Getting Started

- I. Download and save the 2017 APW Form using the following naming format: District Name_2017 APW
- II. Four colors are used in the APW to identify the different sections of the form.
 - a. GRAY = headings
 - b. GREEN = sections to be transferred from the district long-range plan
 - c. YELLOW = Annual planning items to be completed prior to January 1, 2018
 - d. BLUE = The Results/ Accomplishments section that report your progress at the end of the calendar year, “The Direct Assistance Portion” completed by February 1, 2018
- III. At the very top of the **Resource #1** worksheet (the first tab), type the district name into the YELLOW field. The district name should automatically be transferred to the remaining worksheets.

District Name:									
Plan Year:		2017 Annual Plan of Work							
Natural Resource Issue #1:									
Why is this issue a concern?:									
What do you want to accomplish? (3 Year Goal):									
How are you going to do it? 2014 Work Items	Who is going to do it?				When	Funding Sources and Amounts		Results/Accomplishments Define & quantify specific benefits & results from the project.	
	District			Partners		Budgeted	Actual		
	Individual	Planned Hours	Actual Hours						
Objective A Work Items	Objective A from LRP goes here								
1									
2									
3									
	Left Blank Intentionally								
Objective B Work Items	Objective B from LRP goes here								
1									
2									

Transferring Information from the Current Long-Range Plan (GREEN SECTIONS)

- IV. All the green sections in the APW will come directly from the district's current LRP including: *Natural Resource Issues*, *Why this issue is a concern*, *What do you want to accomplish*, and *Annual Objectives*.
1. **NATURAL RESOURCE ISSUES:** The initial APW template is set up for five *Natural Resource Issues*, each with a separate worksheet tab labeled *Resource #1* through *Resource #5*. These are the major sections in the LRP (i.e. Soil Erosion, Water Quality, Rangeland). If the district LRP has more than five *Natural Resource Issues*, additional worksheets can easily be added. If the district LRP has less than five *Natural Resource Issues*, the extra worksheets can easily be deleted. See excel help below if you need assistance. On worksheet *Resource #1*, transfer the number one prioritized *Natural Resource Issue* from the current LRP into the GREEN field right of the heading *Natural Resource Issue #1* on the 2017 APW.
 2. ***Why this issue is a concern:*** If the district LRP has this information, transfer it to the GREEN field to the right of the *Why is this issue a concern* heading in the 2017 APW. If the current LRP does not include this information, write a short sentence describing why the issue is cause for concern within the district.
 3. ***What do you want to accomplish (3 Year Goal(s)):*** Transfer the goals that are associated with each *Natural Resource Issue* to the GREEN field to the right of the *Three Year Goal(s)* heading provided in the 2017 APW.
 4. **NATURAL RESOURCE OBJECTIVES:** The Measurable annual *Objectives* are milestones or benchmarks associated with a specific year. Transfer the measurable annual objectives for 2017 to the GREEN fields to the right of the corresponding (*Objective(s)A., B., C.,*) spaces provided in the 2017 APW.

Repeat steps 1 through 4 for each prioritized *Natural Resource Issue* identified in your current LRP.

Planning Annual Work Items (YELLOW SECTIONS)

Work Items Related to the LRP

1. Detailed annual planning provides a road map for achieving the *Objectives* and *Goals* associated with each prioritized *Natural Resource Issue* in the district LRP. In the YELLOW fields below the *2017 Work Items* heading, list specific **Work Items** needed to achieve *Objective A* of *Resource Issue #1*. Since the annual *Work Items* are specific actionable items, there can be multiple items for each stated *Objective*.

Note of Clarification: To make the APW usable as well as concise, it is important to clarify the difference between *Work Items* and activities. For example, a *Work Item* may be to “hold a rangeland monitoring workshop.” In order to hold a rangeland monitoring workshop, a lot of individual activities will need to be completed including selecting speakers, tour sites, and sending invitations to name a few. Although taking time to plan these individual activities is

important, this smaller level of planning should be done by the district as it implements its APW throughout the year and does not need to be captured in the planning portion of the APW.

2. Identify the lead ***Individual*** for each ***Work Item*** in the field below the heading ***Individual***. This should be a conservation district board or staff member and can be multiple individuals, if appropriate.
3. To help the district plan and schedule its annual ***Work Items*** better, enter the ***Planned Hours*** for each ***Work Item***.
4. Identify any ***Partners*** that the district will work with in implementing its planned ***Work Items***.
5. ***When:*** Identify the estimated month the work item will be completed.
6. Estimate the financial resources the district will need to obtain or commit to complete the ***Work Item*** in the ***Budgeted*** column.
7. Repeat steps 1-6 of the ***Planning Annual Work Items*** section for each ***Objective*** related to each prioritized ***Natural Resource Issue***.

Work Items Not Directly Related to the LRP

8. Not everything a conservation district does or achieves is identified in their LRP. Ongoing education efforts, general conservation district programs, and responses to natural resource emergencies are all examples of items that are important to plan for on an annual basis, but may not appear in the district LRP*. After completing steps 1-7 for items related to the district LRP, follow step 8 to complete the annual planning for ***Education*** and ***Additional*** items that are not directly related to the district LRP.

For educational, on-going, or emergency annual ***Work Items*** that are not directly related to prioritize ***Natural Resource Issues*** in the LRP, there are two worksheet tabs provided labeled ***Education*** and ***Additional***. Since these ***Work Items*** are not linked to a specific LRP ***Natural Resource Issues***, there are no GREEN areas to transfer LRP information to. To complete the ***Work Items*** in these worksheets, follow the same process identified above in steps 1-7. Both the ***Education*** and the ***Additional*** worksheets are initially set up for 15 Work Items, if lines need to be added or deleted consult the excel help below.

Note of Clarification: The ***Education*** worksheet is intended for natural resource education ***Work Items*** that are not directly related to a specific ***Natural Resource Issue***. Youth education programs such as Camp Rocky scholarships or the participation in the Conservation Poster Contest are examples of items to include in the ***Education*** worksheet. If a district has Rangeland as a ***Natural Resource Issue***, then holding a range management workshop could be listed as a ***Work Item*** under that ***Resource Issue*** and not in the ***Education*** worksheet. Likewise, since district newsletters usually address many issues as well as raise the general awareness in the community, they are an example of a ***Work Item*** to include in the ***Additional*** worksheet.

Sometimes a district might consider taking a strategic look at this education, general, or emergency issue by developing **Three Year Goal(s) and **Measurable Annual Objective(s)** and including or amending them in their LRP. If the district has amended or included these items in the LRP then they can be transferred to the APW.*

Remember, the APW is a district planning tool that can be amended at any time. Also, progress reporting on the 2017 APW will be used as the Direct Assistance application for 2018. Instructions on completing progress/results will be posted in separate instructions.

EXCEL HELP

HOW TO DELETE WORKSHEETS

- a. Right click on the extra Resource worksheet tab
- b. Select “Delete” from the popup menu
- c. Confirm the delete by selecting the “Delete” button on the popup menu

HOW TO ADD WORKSHEETS

- a. Right click on the *Resource #5* tab
- b. Select “Move or Copy” from the popup menu
- c. Check the box labeled “Create a copy”
- d. Highlight “Education” to move the added sheet before the *Education* worksheet
- e. The newly added worksheet will automatically be labeled Resource # 5 (2).
- f. To change the name, right click the new worksheet tab
- g. Select “Rename” from the popup menu and name the worksheet “Resource #6”
- h. Repeat steps “a” through “g” for as many Natural Resource Issues as are listed in the district LRP and that the district intends to plan annual work items for.

HOW TO INSERT ADDITIONAL OBJECTIVES

- a. Select cell A31, which is labeled *Objective D*.
- b. While holding down the left mouse button, highlight the four rows below and the 8 columns to the right of A31
- c. Select the “Copy” icon from Home menu at the top of the page
- d. Left click in cell A36 (the cell directly below the last section) and select the “Paste” icon from the home menu
- e. The newly copied section will be automatically named *Objective D*, so change the name in the Cell to *Objective E*.

Repeat steps “a” through “e” above for each additional *Objective* identified from the District LRP, naming them appropriately.

HOW TO EXPAND CELLS

If a cell does not automatically expand, the cell can be expanded manually by:

- a. On the far left-hand side of the screen, position the mouse on the bottom of the row number you wish to expand (the mouse icon should turn into a crosshair)
- b. Left click and remain holding while dragging the row down to the desired row height.

ADDING OR DELETING ADDITIONAL LINES FOR WORK ITEMS

The 2017 APW template is initially formatted for three *Work Items* for each *Objective*. If more *Work Items* are necessary for a given *Objective*, additional lines can be added by:

- a. Select the cell labeled “Left Blank Intentionally”
- b. Right click and select Insert from the popup menu
- c. Check the option for “entire row”

- d. Type in the number 4 into column A of the newly added row
- e. Repeat step “a” through “d” to number each row appropriately

If less than three Work Items are needed, the extra rows can be left blank or deleted by:

- a. Select any cell in the unneeded row
- b. Right click and select “delete” from the popup menu
- c. Check the option for “entire row”
- d. Repeat as many times as necessary

For assistance with the 2017 APW, please contact your Regional Conservation Specialist.

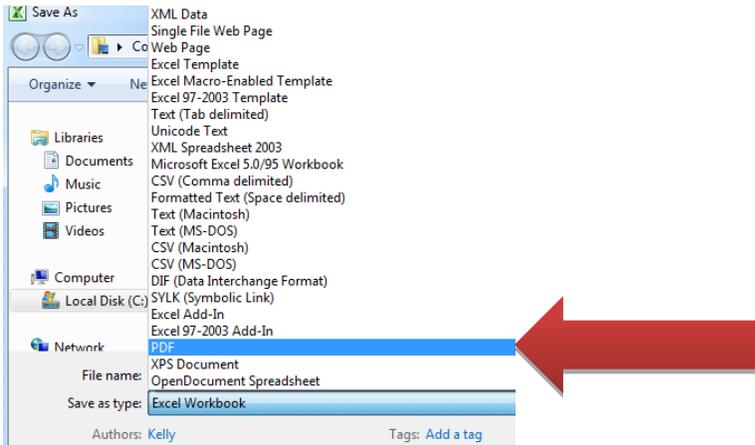
To submit to DOLA it MUST be saved as a .pdf file. Directions are listed below.

****NOTE: If you end up zooming in to read a page, you need to ‘unzoom’ before saving as a pdf or your formatting will be messed up and reviewers will be unable to clearly read.**

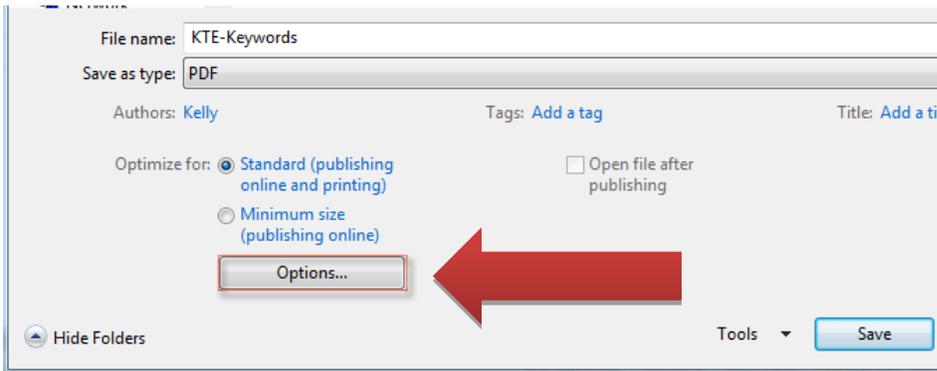
Step 1: Select the worksheet that you will save as PDF file. If you want to save the entire workbook as one PDF file, just skip this step.

Step 2: Click the **File >> Save as** in Excel 2010 or **Office button >> Save as** in Excel 2007.

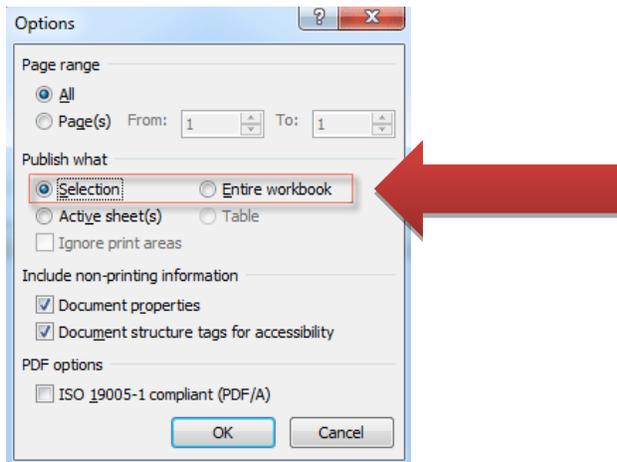
Step 3: In the Save As dialog box, select the **PDF** item from the **Save as type:** drop down list.



Step 4: Click the **Options...** button at the bottom of Save As dialog box.



Step 5: In the Options dialog box, check the **Selection** option or **Entire workbook** option according to your needs.



Step 6: Click **OK** to dismiss the dialog boxes. Then you will see it saves only the selection or the entire workbook as a single PDF file quickly.