

Program Team Plan of Work Template

This is intended to be a rolling plan of work for 3-5 years with annual updates. After the initial development, at minimum the annual updates should include the plan for the expected annual meeting (Q5). If significant changes are made to the plan besides the annual meeting updates, please describe the rationale.

Program Team Leaders coordinate the development of the annual plan. Upload the completed plan as a Word doc into the respective folder for the Program Area Chair to review.

Due by: November 1, 2025; in the future due in August to start work in the fall

1. Describe the identified needs that the Program Team will address.
2. Provide Program Team goals (research, extension, membership, and/or fundraising) to address the identified needs over the next 3-5 years.
3. Describe the intended benefits to clientele and how that can contribute to [UC ANR condition changes](#).
4. List the [other Program Team\(s\)](#) you plan to or already partner with. Also, list the Workgroups (if any) that are associated with the Program Team.
5. When are you planning the annual meeting? Please include planned dates. This can help the Program Area Chair coordinate amongst Program Teams.
6. Briefly describe your plans for the annual meeting. As a separate agenda topic, include the learning session (e.g. broad skill like communication or topic of broad interest and relevance), which is expected for each meeting. Include how your PT will interact with partner PTs, if applicable.

| Draft agenda topics | Intended deliverables and/or outcomes | Other PTs co-meeting | Year |
|---------------------|---------------------------------------|----------------------|------|
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9/3/2025

7. Briefly describe other planned activities (i.e., research, virtual training/workshop, workgroup formation, etc.) with intended deliverables and/or outcomes.

| Activity | Intended deliverables and/or outcomes | Year |
|----------|---------------------------------------|------|
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8. Other comments or ideas for your proposed program team meeting that you would like the Program Area Chairs to consider: