

**Before entering into CPRS, plan your work for 2015. Using the Logic Model will help. (link to Logic Model) [http://www.ext.colostate.edu/staffres/program/logic\\_model.ppt](http://www.ext.colostate.edu/staffres/program/logic_model.ppt)**

**Colorado Planning and Reporting System  
Building a Successful “NEW” Plan to Invest (PTI)**

**Log or “Sign” in at:**

**<https://lmprs.net/index.cfm?fuseaction=reports.stateHome&reportsState=CO>**

**Sign in** located in the upper left corner

- 1) Locate “**Planning**” and click ‘create new plan to invest’.

**Planning:**

Create new plan to invest  
Edit plan  
My plans  
Add / Edit programs

**New Plan Information**

- 2) Create a definable “Plan Name” **Plan name:**
- 3) Check **2015** box.

**Reporting years:**

2015  2016  2017  2018  2019

- 4) Check **at least 1** Program Area Unit – “Group Plan” (*Your Program Area*)

**Select the plan (s) you'll be working from:**

- 4-H Youth Development - Group Plan
- Community Development - Group Plan
- Crop Management Systems - Group Plan
- EFNEP and SNAP-Ed - Group Plan
- Energy - Group Plan
- Environmental Horticulture - Group Plan
- Family and Financial Stability - Group Plan
- Food Systems - Group Plan
- Livestock and Range - Group Plan
- Natural Resources - Group Plan
- Nutrition, Food Safety, and Health - Group Plan

- 5) There are 2 options to proceed: “Manual” or “Wizard”. Manual is suggested and these instructions will continue using *manual* mode. Click “Save” to continue.

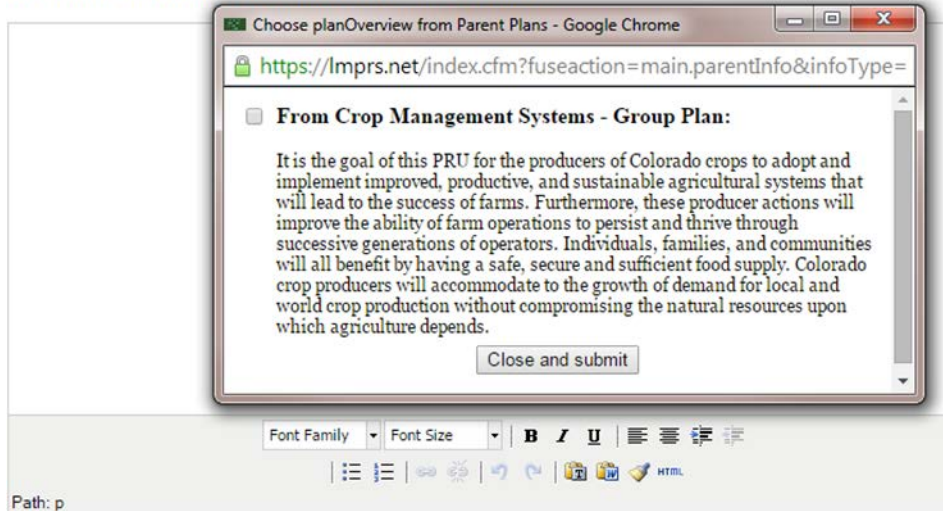
Continue in manual mode |  Launch wizard

**Save**

- 6) **Plan Information:** A working template is displayed. Use the existing PRU-group plan, simply click on the **blue** hyperlink under each textbox shown. A new window will appear. In the upper left corner, check the box then “Close and submit.”

## Your County - Your Program Area (s) - Your Name (2015) Information

Overview of Work Team Plan (Logic Model Plan):



The screenshot shows a web browser window titled "Choose planOverview from Parent Plans - Google Chrome". The address bar shows the URL: <https://lmprs.net/index.cfm?fuseaction=main.parentInfo&infoType=>. The main content area displays a section titled "From Crop Management Systems - Group Plan:" with a checkbox. Below the title is a paragraph of text: "It is the goal of this PRU for the producers of Colorado crops to adopt and implement improved, productive, and sustainable agricultural systems that will lead to the success of farms. Furthermore, these producer actions will improve the ability of farm operations to persist and thrive through successive generations of operators. Individuals, families, and communities will all benefit by having a safe, secure and sufficient food supply. Colorado crop producers will accommodate to the growth of demand for local and world crop production without compromising the natural resources upon which agriculture depends." At the bottom of the content area is a button labeled "Close and submit". Below the browser window is a rich text editor toolbar with options for Font Family, Font Size, Bold, Italic, Underline, and various alignment and list options. The path "Path: p" is visible at the bottom left.

[Select Plan Overview from PRU](#)

The textbox will fill with data automatically. You can edit/add (*Be sure to localize stakeholder input*) any of the information and add any specific county program delivery. Repeat for *ALL* remaining sections.

Situation: Stakeholder input: Assumptions: External Factors: Evaluation overview:

Click "Save" to continue.

**NOTE: You have the option to "attach" supporting files to your plan, if needed (Ex. Survey/Questionnaires).**

- 7) **Outcomes:** Select each hyperlink from Condition, Action, and Learning outcomes where applicable. **Not ALL PRU's have learning outcomes and that is OK. Focus on outcomes that are relevant to your planned work.**

Choose condition outcomes: [From Work Team Plan](#)

Choose action outcomes: [From Work Team Plan](#)

Choose learning outcomes: [From Work Team Plan](#)

**CMS 1)** Individuals, families, and communities have a safe, secure and sufficient food supply as Colorado crop producers accommodate to the growth of demand for local and world crop production without compromising the natural resources upon which agriculture depends.

(Condition)

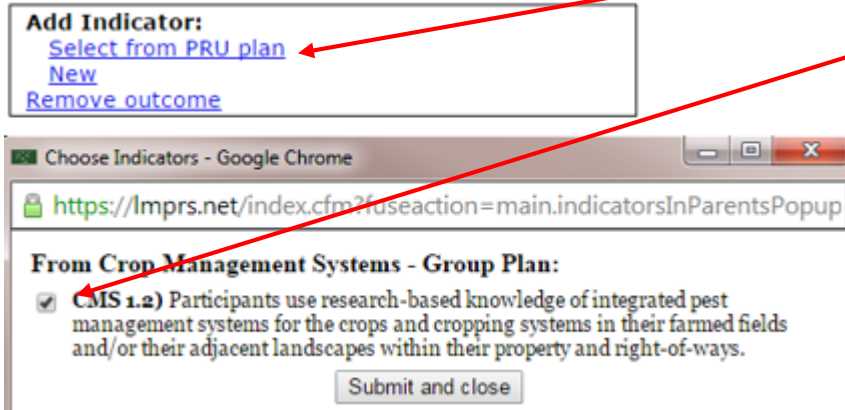
**CMS 1.2)** Participants use research-based knowledge of integrated pest management systems for the crops and cropping systems in their farmed fields and/or their adjacent landscapes within their property and right-of-ways.

(Action)

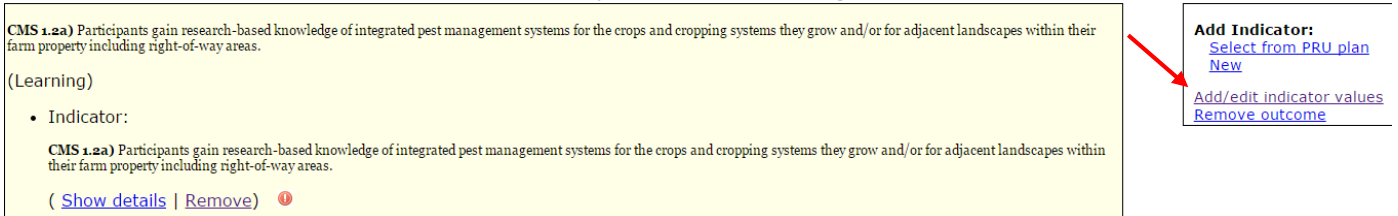
**CMS 1.2a)** Participants gain research-based knowledge of integrated pest management systems for the crops and cropping systems they grow and/or for adjacent landscapes within their farm property including right-of-way areas.

(Learning)

8) **Add Indicator:** Look to the right side of the screen, click “Select from PRU plan” , check relevant indicator, “Submit and close”



9) **Add/Edit indicator values:** Click the hyperlink to the right.



**NOTE:** Planned values are no longer required, however by ‘pre-planning’ your location will allow for easier reporting. Select 1 or more location (s), click “Save”. Repeat until all remaining indicator locations are complete.

**Your County - Your Program Area (s) - Your Name (2015) (DRAFT) - Edit outcome**

**Action Outcome:**

**CMS 1.2) Participants use research-based knowledge of integrated pest management systems for the crops and cropping systems in the**  
**Parent outcomes (as defined in original plan):** ([Show details](#))

**Impact Indicator (starts in Crop Management Systems - Group Plan (2014)):**

**Impact Indicator:**

**CMS 1.2) Participants use research-based knowledge of integrated pest management systems for the crops and cropping systems in the**  
([Show details](#))

**Adjust indicator values for your contribution:**

**Locations to be impacted:**

Available locations: Selected locations:

<ul style="list-style-type: none"> <li>Alamosa</li> <li>Arapahoe</li> <li>Archuleta</li> <li>Baca</li> <li>Bent</li> <li>Boulder</li> <li>Broomfield</li> <li>Chaffee</li> </ul>	<div style="border: 1px solid black; background-color: yellow; padding: 2px; display: inline-block; margin-bottom: 5px;">&gt;</div> <div style="border: 1px solid black; background-color: gray; padding: 2px; display: inline-block; margin-bottom: 5px;">&gt;&gt;</div> <div style="border: 1px solid black; background-color: gray; padding: 2px; display: inline-block; margin-bottom: 5px;">&lt;</div> <div style="border: 1px solid black; background-color: gray; padding: 2px; display: inline-block;">&lt;&lt;</div>	<div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;">Campus -</div> <div style="border: 1px solid gray; height: 40px; width: 100%;"></div>
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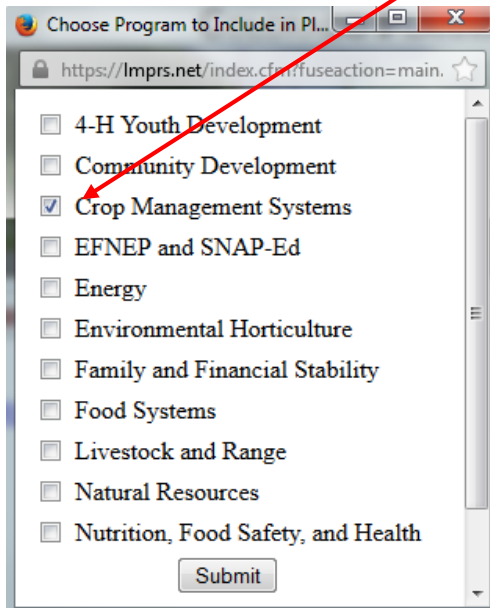
*Notice: By selecting location the ‘red dot’ disappears but don’t stress if it does not go away. When finished with Indicators, click “Continue to inputs and outputs”*

10) **DO NOT Skip this step!** Click “Select Program Reporting Unit”

**NOTE: Must select *at least 1* Program Reporting Unit**

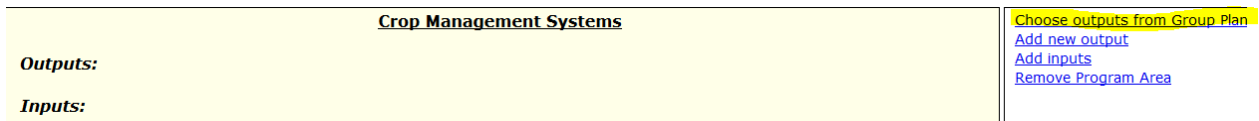
X County - My Program Area - My Name (2014) - Programs

Select Program Reporting Unit (PRU)

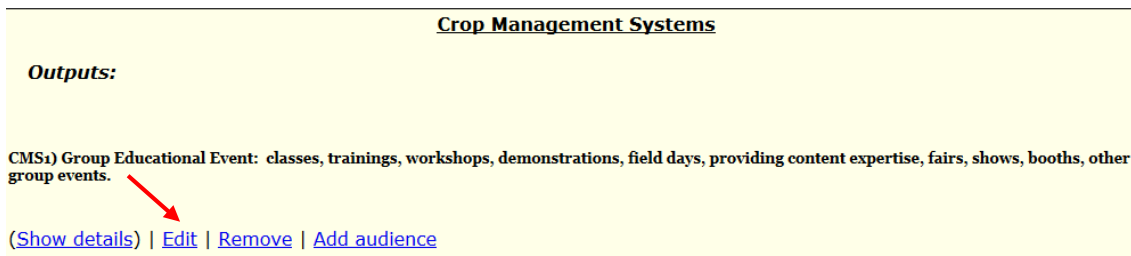


Click “Submit”

11) **Outputs:** Choose Outputs from PRU “Group” Plan **ONLY**. Select what best fits your *planned work*, click “Submit”.



12) **Edit Outputs:** Fill in data that is appropriate to your *planning* needs. As is step 9, planning values are no longer required. If guidance is needed, talk with your PRU leaders, supervisor, co-worker or mentor.



13) **Add Inputs:** Upper right corner of **Outputs.**

- [Choose outputs from Group Plan](#)
- [Add new output](#)
- Add inputs**
- [Remove Program Area](#)

Add your **planned time** (200 days = 1 FTE for planning and reporting). Add Integrated or Multistate data that fits your program needs. Click “Save”. *Notice: The planned inputs have been shorted to quicken the planning process.*

Your County - Your Program Area (s) - Your Name (2015) (DRAFT) (Program: Cr

**Total effort for each year of plan:**

Reporting Year  
2015  
Total days:

**Integrated Research effort for each year of this plan:**

RY	Days	Project name
2015	<input type="text"/>	<input type="text"/> <a href="#">Add another response</a>

**Multistate effort for each year of this plan:**

RY	Days	Documentation	States
2015	<input type="text"/>	<input type="text"/>	<input type="text"/> <a href="#">Add another response</a>

**Other inputs:**

14) **Plan Review:** Click “Continue to plan review”. Click “Send for Review” and this will go to your supervisor and he/she will approve.

*Notice: Don't stress if there is a 'red dot'. If “Send for Review” goes through without any warning prompts. You are good to go!*

**Plan Review: Your County - Your Program Area (s) - Your Name (2015)**

- ⓘ Covers the **year:** 2015 ([Edit](#))
- ⓘ Has 1 **parent plan:** ([Edit](#))
  - ⓘ Crop Management Systems - Group Plan
- ⓘ Has 3 **outcomes.**
  - ⓘ Condition: 1
  - ⓘ Action: 1
  - ⓘ Learning: 1
- ⓘ **Indicators (2 total; 2 occur once; 0 occur multiple times):**
  - ⓘ 2 originate in other plans.
  - ⓘ 0 originate in this plan.
  - ⓘ 1 indicator **brought into this plan has no details for this plan.** [Show](#)
- ⓘ Has 1 **Program.** ([Add/edit Program](#))
  - ⓘ Crop Management Systems
    - ⓘ Has 1 output brought in from other plans.
    - ⓘ Has 0 outputs that start in this plan.
    - ⓘ Has 1 output with no associated audience.
      - ⓘ CMS1) Group Educational Event: classes, trainings, workshop [Output Definition](#)
    - ⓘ Has 1 output with no number planned.
      - ⓘ CMS1) Group Educational Event: classes, trainings, workshop [Output Definition](#) ([Edit](#))
- ⓘ Total numbers for plan:
 

	<b>2015</b>
<b>Clerical staff days</b>	0
<b>Days</b>	200

[Submit plan for review](#)

Once your PTI has been approved you may begin reporting.