

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

**Colorado Planning and Reporting System
Plans to Invest (PTI) – Rolling Over Last Years' Plan**

Log or "Sign" in at:

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

Sign in located in the upper left corner

- 1) Near the top of the page, you will see a similar message.

Plans to rollover:

Individual Plans

(2014 - Final) [Rollover](#) | [Archive](#)

- 2) If you see the option of rollover or archive, select "Rollover".

*If your PRU plan had significant changes (*Note: 4-H and Energy had significant changes, no rollover option available with these Plans of Work), and/or your PTI was connected with 1 of the PRU's that did change, "Rollover" will not be an option. Select "Create new plan to invest" to start for 2015.*

- 3) If Rollover is a selection, you will see a screen titled "New Plan Options". Leave all checkboxes checked. Click "Submit"

New plan options:

Add next year (2015)

Copy values forward

Edit plan after submission

Submit

- 4) Under "**Plan**": Begin by updating the "Plan Name". *If desired* you can select additional PRU, plans of work or click "Save" to continue.

Plan:

Plan Name and Work
Team Plans

Plan name:

- 5) Under "**Plan Information**", last years' information is listed. *Be sure to localize stakeholder input* and update specific information that is relevant in your County. When finished, click "Save".
- 6) Under "**Outcomes**" (Action and Learning Indicators). Last years' selections will be listed, review and omit any that don't *fit* your planned work and update for current year. Click "*Continue to Inputs and Outputs*". *Planned numbers are no longer required, so if there is a 'red dot' that is ok. No need to stress!*
- 7) Under "**Inputs and Outputs**" Last years' selections will be listed, review and omit any that don't *fit* your planned work and update for current year.

NOTE: Only the outputs under the "Group Plan" are allowed.

[Choose outputs from Group Plan](#)

[Add new output](#)

[Edit inputs](#)

[Remove Program Area](#)

- 8) **Remember INPUTS!** Click "Edit Inputs" in the upper right corner. Last years' data will be listed. Review your *Program* total days, multi-State, and integrated values. When finished, click "Save"

9) Click “Continue to plan review”. This will provide you with a final review prior to submitting your PTI to your supervisor for their approval. Click “Submit plan for Review”.

[Submit plan for review](#)

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!

- ④ Has 1 **Program**. ([Add/edit Program](#))
 - ④ Energy
 - ④ Has 8 outputs brought in from other p
 - ④ Has 0 outputs that start in this plan.
 - ④ Has 3 outputs with no associated audi
 - ④ E6) Peer reviewed publications in [Output Definition](#)
 - ④ E7) Media releases: indirect cont PPTs or videos [Output Definition](#)
 - ④ E8) Online posts: Web posts, hits [Output Definition](#)
 - ④ Has 3 outputs with no number planne
 - ④ E6) Peer reviewed publications in [Output Definition \(Edit\)](#)
 - ④ E7) Media releases: indirect cont PPTs or videos [Output Definition \(Edit\)](#)
 - ④ E8) Online posts: Web posts, hits [Output Definition \(Edit\)](#)

10) Lastly, be sure to communicate to your Supervisor that you have completed your PTI so they can review your Plan and approve as they deem appropriate.

Once your PTI has been approved you may begin reporting.