

## Extension Program Planning and Reporting Calendar

**Calendar:** <https://extension.colostate.edu/docs/staffres/program/calendar.pdf>

January 31 All PRU Plans of Work (POW) submitted to PLT through Jan Carroll

*POW can be submitted as soon as it is ready for review/posting into CPRS*

February 15 All PRU Plans of Work (POW) entered into CPRS

*You will be notified if your POW is ready earlier*

March 1 Individual Plans to Invest (PTI) entered into CPRS All

*Once your PRU POW is entered, you can proceed with your own PTI*

March 15 PTIs approved by supervisors

*As soon as your PTI is approved, you can begin to report*

April 10 All reporting data to date (January, February, March) entered into CPRS

### **Monthly Reporting Ongoing (Due Date = 10<sup>th</sup> of Month)**

September – December PRU POWs revised/updated by PRU leaders and members for upcoming program/calendar year

December 31 All reporting data for the program/calendar year entered into CPRS (10 p.m. Mountain Time).

All revised/updated POWs for upcoming program/calendar year submitted to PLT (Jan Carroll)