

Guide to Understanding the Work Plan

The following guidelines were given to VISTA Host Site Supervisors for drafting of the VISTA Work Plan 2008-09. Each Work Plan varies according to campus and community need; however, all Work Plans must address a minimum of one of the Goals of the Texas Campus Compact AmeriCorps VISTA Program. The Work Plan is the framework on which the VISTA's duties and responsibilities are placed. Work Plans are flexible and may be amended during the VISTA's term of service.

- The Work Plan must be based on the TXCC VISTA program goals and include activities, timeline and anticipated results. This section serves as the guide for the TXCC AmeriCorps VISTA member throughout the program year.
- Use at least one page per TXCC VISTA program goal.
- Fill in activities corresponding to each goal. Activities are specific tasks that will combine to achieve the anticipated results. There should be several activities listed under each goal.
- Fill in the timeline corresponding to each of the activities in terms of month(s). If the activity is episodic, list only the month during which it will occur. If the activity is on-going, list the range of months during which it will occur.
- Fill in the outputs corresponding to each activity. Outputs are measures of the number and amount of services delivered, beneficiaries reached or goods produced. Outputs should be stated as targets (often numbers or percentages) that describe the amount or level of change you anticipate within the timeframe indicated.
- Indicate with whom the AmeriCorps VISTA will be working on the specified activities and individual projects.
- Fill in intermediate outcomes corresponding to each activity. Intermediate outcomes are immediate changes or benefits experienced by service recipients or communities. Intermediate outcomes should also be stated as targets.
- Fill in end outcomes corresponding to each activity. End outcomes are significant and lasting changes or benefits experienced by service recipients, organizations or communities. End outcomes should also be stated as targets.
- Over the lifespan of the VISTA program on your campus (3 or more years), the activities and anticipated results will change. The work plan should address only the activities planned for 2008-2009.

Note: Ten percent of the VISTA's time must be allotted for TXCC VISTA-related activities.