# Iowa Department of Educationwith Iowa Department of Education LogoSample Program of Work

## What is a Program of Work (POW)?

A Program of Work, or POW, is the guiding document for a team to lay out the who, what, when, where, and why of your priorities for the year.  With a POW in hand, it is evident how priorities will be accomplished so stakeholders know what is coming in the year ahead.

### Subsections

There are five subsections to a POW:

* Priority - A priority is a strategic area of growth that helps you to categorize your goals for the year. All that you want to accomplish, for the most part, should fit into one of these key areas. If you have something you wish to accomplish that does not fit into a category, you should consider if it really aligns to the association.
* Activity - An activity is a broad generalization of something you wish to accomplish. An activity should not include any specific task that you will do, but instead focuses on a wide range of activities. Think of it like an essay, with the activity being your opening. The paragraphs to follow that support your point are the tasks. An activity should have some unit of measurement for success, such as increasing participation, winning awards, etc.
* Task - A task is a specific action item that will be assigned to someone on your team that, when completed, helps you to work towards your activity goal. Tasks should be hyper-focused and succinct so they can be clearly accomplished in a timeline. You will likely have multiple tasks under each activity you outline.
* Assignment - Assignment refers to the individual that will be assigned to complete the stated task (not the activity). While you may view a task as something everyone needs to work on, it is important to assign a task to an individual for completion so the team is aware who is in charge. If you find you want to assign multiple people, you may recognize that your task is too broad and needs to be rewritten as more succinct.
* Timeline - A timeline lets you know when a task will need to be completed by. Timelines, unlike a task, can be a bit more broad. Many tasks will be ongoing activities that are weekly or monthly. In these cases, you should still set a start/end date to hold the team accountable.

An additional section is available if the team determines that additional resources are needed to complete the activity, such as funding or software.

## Format

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Priority | Activity | Task | Assignment | Timeline |
| **Community Service** | Host annual March of Dimes 5K | Contact activity director to reserve track | Jane | 1/1/20-- |
|  |  | Contact March of Dimes to get contact information for family to speak | Raphael | 1/15/20-- |
| **Civic Engagement** | Increase number of members who attend monthly community meetings (Kiwanis, Optimist, etc.) | Contact organizations to seek permission to attend/speak | Monique | 8/1/20-- |
|  |  | Build a calendar of all meetings with their respective times and locations | Allen | 8/30/20-- |