

# Creating a Program of Work

QuickTime™ and a  
TIFF (Uncompressed) decompressor  
are needed to see this picture.

# Introduction

This packet is designed to help you and your officer team create a Program of Work. The Program of Work, or POW for short, is the overall master plan for your year as a DECA officer.

You will start with the process of creating your own Purpose, Vision, and Mission Statement that will be the guide for your officer team while creating your POW. Once these important core values have been determined, you can begin to discuss your goals for the year.

Once you have a list of ideas, make them SMART with the SMART goals questions provided on page 3. These questions will help you assess whether your goals are feasible, timely, and most of all, important.

Goals that meet the SMART approval are then ready to be compiled into your POW. An example of one outline is provided on page 4. To ensure future success, create an accountability chart like the one given on page 5. Not only will it help your team stay on top of their tasks, but it creates realistic deadlines and ensures that every goal becomes a collaborative effort.

Finally, remember to *have fun* while creating your Program of Work and keep your energy lasting well into the DECA year!

# Purpose, Vision, Mission

Answer these questions individually, then as a group, to brainstorm for each important point of your organization. Once you come to an agreement, display the final product in an area where all members can see.

## PURPOSE

*Why do we exist? What are we responsible for?*

## VISION

*What does success look like? Where do we see ourselves in one year?*

## MISSION

*What must we do this year to realize our VISION?*

## GOALS and INITIATIVES

As a group, discuss and brainstorm your goals for the year. It may be helpful to begin with each person sharing a personal goal (DECA-related or otherwise) and then exploring how your Program of Work and the initiatives you create as a team can also help you individually.

Make sure that everyone has the opportunity to express his or her opinion equally. It is also helpful if the ideas generated are written in an area where everyone can see. Take the time to go back and review, thinking critically about how much your officer team can handle.

Successful POWs usually include goals on these topics:

- **Membership**
- **Advisor Appreciation**
- **Competitive Events**
- **Community Service**
- **Publicity/Awareness**
- **Alumni Involvement**
- **Corporate/Business Involvement**
- **Social programs and having FUN!**

# S.M.A.R.T. Goals

Not convinced that these goals are doable? Consider these five characteristics of “smart” goals and you may uncover some unforeseen roadblocks. Catching these difficulties before they happen does not mean that they can no longer be a goal on your Program of Work, but now you have the opportunity to correct any problems in advance.

**SPECIFIC** – Make sure that your goal is very **specific**, with all of the necessary information attached.

**MEASURABLE** – There needs to be a way for you to **measure** the success of your goal.

**ACHIEVABLE** – Your goal needs to be **achievable** for your team, whether it is as big as you would want or not.

**RELEVANT** – If your goal is not **relevant** to what your team wants and/or needs to accomplish, then why should you do it?

**TIME** – There **MUST** be a **time**/deadline by which your goal can be met in order to track the progress of your work.

If you’ve reviewed your goals alongside these qualities and still feel that they are possible and beneficial to your officer team, congratulations! You are more than halfway done creating an efficient Program of Work. All that is left is organizing this information and assigning roles to various tasks. Several models follow to help you complete this process.

# Program of Work

The program of work is a road map for the entire year. All fundraisers, socials, mini-competitions, awards nights, and any other endeavors should be planned out. Each of your group goals should also be incorporated into the Program of Work as well.

## Program of Work Sample Format:

Number and title each goal for easier reference.

### Goal #1: Membership Recruitment

Objectives are the tasks needed to achieve each goal. To measure your progress, add a numerical amount whenever possible.

Objective	Action Item	Due Date	PIC
A. Increase chapter membership by <b><u>Goal</u></b>	1. Design a recruitment Power Point for chapter meetings and the classrooms.	Sep. 1	Bobby
	2. Send reminders to potential members	Every 2 weeks	Maria
<b>Should be a minimum of 5 action items</b>			
B. Increase number of active members by <b><u>Goal</u></b>	1. Action Item	Date	PIC
	2. Action Item	Date	PIC
	3. Action Item	Date	PIC
	4. Action Item	Date	PIC
	5. Action Item	Date	PIC

Make a S.M.A.R.T. goal for each objective.

Action Items are the processes of completing each objective. There should be a *minimum of 5*, but it can often take many more to cover every detail necessary for an objective.

Have a Due Date for each action item. Make it one that is realistic and not last minute.

The PIC is the Person in Charge of each action item. They are responsible for the action item being completed.

# Accountability Charts

Ever heard the slang term 'accountabilibuddy?' On the streets, it refers to friends that are so close to one another, each is held partly responsible for the others' mistakes. In your Program of Work, this person is not so much responsible for you, but they are there to provide support when you hit an obstacle. Creating an accountability chart is a great way to manage your Program of Work and ensure ongoing communication among your officers.

## Accountability Chart Sample Format:

Always try to include dates on an accountability chart.

<b>Chapter Officer Accountability Chart for <i>Fall</i></b>				
PIC	ACTION	BY	REPORT TO	STATUS
Mike	Make Tri Fold for Freshman Day at the High School	8/27	Aaron	DONE!
Maria	Talk to Safeway about candy donations	9/30	Kat	In Progress
Kat	Pick up candy donations	10/4	Advisor	Open
All	Talk to peers about joining DECA	10/5	Advisor	In Progress
Aaron	Send out Thank You cards to sponsors	10/9	Kat	Open

