PROCESS FOR UPDATING/REVISING EXISTING INDICATORS

1. Provide updated/revised data and analysis & methods documentation to Margaret Enloe (menloe@chesapeakebay.net) and Catherine Krikstan (ckrikstan@chesapeakebay.net). If a map needs to be updated/revised, work with the GIS team to update/revise the indicator map (JWolf@chesapeakebay.net).
	1. The most current data for each indicator is available from its webpage for download as an Excel spreadsheet. The data consolidator needs to update/revise that spreadsheet and provide it to you.
	2. The most current analysis and methods documentation for each indicator is available from its webpage for download as a MS Word file. The data consolidator needs to update/revise that file and provide it to you.
	3. If you do not know the indicator webpage, refer to “Status of 2012-13 CBP Indicators” for the list of indicators and direct links for each indicator webpage. This file is available from the Project and Resources tab on the [Indicators Workgroup webpage](http://www.chesapeakebay.net/groups/group/indicators_workgroup). This file is also available in S:\Communications\Indicators\Register and Instructions.
	4. Additionally, the most current files for each indicator are maintained in S:\Communications\Indicators (in a folder named for each indicator). You may download a copy of a needed file to your desktop for purposes of making revisions, but do not remove or alter the files in the S drive. Send updated files to Catherine/Margaret and they will upload the final version of updated files to the S drive and to the indicator webpage.

PROCESS FOR DEVELOPING NEW INDICATORS

1. Refer to “Guidance for GITs as They Identify Assessment and Accountability Metrics for Public Reporting”. This file is available from the Project and Resources tab on the [Indicators Workgroup webpage](http://www.chesapeakebay.net/groups/group/indicators_workgroup).
2. Notify Margaret Enloe of your intention to develop a new indicator and work with her to gain approval of the new indicator from the GIT workgroup, the GIT, the STAR Team and ultimately, the Management Board.
3. Refer to “CBP Reporting Level Indicators Analysis & Methods Documentation Template” and the “Sample” to assist with completing the Analysis & Methods Documentation for the new indicator. These files are available from the Project and Resources tab on the [Indicators Workgroup webpage](http://www.chesapeakebay.net/groups/group/indicators_workgroup).
4. Provide the data for the new indicator (in an Excel spreadsheet) and the completed analysis & methods documentation template to Margaret Enloe (menloe@chesapeakebay.net) and Catherine Krikstan (ckrikstan@chesapeakebay.net). Catherine will work to upload the new indicator content to the CBP website.
5. If a map needs to be created for the new indicator, work with the GIS team (JWolf@chesapeakebay.net) and inform Margaret and Catherine when the map has been completed.