

Updated 11/9/2020

**Chesapeake Bay Program  
Enhance Partnering, Leadership and Management Goal Implementation Team  
2020 DRAFT Work Plan**

**Vision Statement:** To provide an innovative strategic framework necessary for the Chesapeake Bay Program partnership to be the watershed restoration leader by achieving the goals and outcomes of the Chesapeake Watershed Agreement.

**Mission Statement:** The Enhance Partnering, Leadership, and Management Goal Implementation Team assists in the continually improving operations of the Chesapeake Bay Program partnership by providing guidance on governance and accountability; ensuring that adaptive management practices are in place and implemented; engaging, developing, and supporting local leaders; and advancing the efficient and transparent use of financial resources.

**Work Plan Actions**

**Green** - action is moving forward as planned    **Yellow** - action has encountered minor obstacles

**Red** - action has not been taken or has encountered a serious barrier    **No Color** - action has been completed

Action #	Description	Performance Target(s)	Responsible Party	Expected Timeline
<b>Work Theme #1: Evaluation and Adaptive Management</b>				
1.1	Biennial Strategy Review System (SRS)	In preparation for Biennial Meeting, prepare recommendations for the SRS Process to:	SRS Small Group (with GIT 6 Members, Management Board, STAR, STAC, GIT Chairs, Coordinators and Staffers)	Complete March 2019 😊
		1. Complete the logic and action plan template (logic table)		
		2. Address concerns, inefficiencies, etc identified in Round 1 implementation		
		3. Coordinate and incorporate modifications into ChesapeakeDecisions		
		4. Update calendar with all due dates etc for Round 2		
		Plan the March 2019 Biennial SRS Meeting.		Complete March 2019 😊
		Write up and publish <a href="#">on ChesapeakeDecisions</a> key Actions and Decisions from March 2019 Biennial SRS Meeting		

**Commented [MC1]:** Ask Kristin

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		<p>Implement improvements to the SRS Process in response to the Biennial Meeting.</p> <p>Support Goal Teams and associated workgroups in preparation for, and follow-up from, Quarterly Progress Meetings, through adaptive management points of contact, check-in meetings with the SRS Planning Team, STAR “dry runs,” and by tracking the actions and decisions made by Management Board at Quarterly Progress Meetings.</p> <p>Work with Management Board to identify and implement best approach for making Quarterly Progress Meetings Actions and Decisions transparent and searchable. This includes changes to outcomes. Accomplished through the “Management Decisions” page of ChesapeakeDecisions.</p>		<p>Ongoing</p> <p>Ongoing</p> <p>Complete June 2019 😊</p>
1.2	Completing the Decision Framework	<p>Advance the identification and use of metrics and other analytical tools to strengthen the implementation of the adaptive management decision framework.</p> <ul style="list-style-type: none"> <li>- Step 1: Compile and review existing documents and other materials that may support this effort (e.g. Factor Development Toolkit).</li> <li>- Step 2: Coordinate with STAC, STAR, and other technical groups to coordinate and expands on further steps/actions to be taken in 2018 and beyond to achieve this performance target.</li> <li>- <a href="#">Step 3: Lead a training session with the coordinators and staffers on the metric and expected response columns in the Logic &amp; Action Plans. Review with the Management Board the role of these columns.</a></li> </ul>	<p>SRS Planning Team and STAC</p> <p><a href="#">Note: May be critical action due to startup of SRS Round 2 (asking teams to complete last 3 columns in Logic and Action Plan):</a></p>	<p>Complete Winter 2019/2020</p> <p>Step 1 <a href="#">date TBD Summer 2019</a> 😊</p> <p>Step 2 <a href="#">date TBD Summer 2019</a> 😊</p> <p>Step 3 <a href="#">Fall 2019</a> 😊</p>
1.3	Independent Evaluator	<p>Facilitate achieving the statutory requirements of the independent evaluator portion of the Chesapeake Bay Accountability and Recovery Act (CBARA) if additional direction and schedule come from Principal’s Staff Committee.</p>	<p>Carin Bisland (with Greg Allen)</p>	<p>Ongoing – Discussions <b>completed.</b> 😊</p> <p>Issue on hold.</p>
<p><b>Work Theme #2: Enhancing/Improving the Partnership’s Functionality</b></p>				

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2.1	CBP Organizational Analysis (item “On Hold” pending input and approval by CBP Director).	<a href="#">Draft a one—page strategy on how to proceed with this action item.</a> <a href="#">Share with GIT 6 members.</a>	<a href="#">Greg Allen</a>	Complete 😊
		Meet with CBP Director to review programmatic issues. Invite CBP Director to future GIT 6 meeting.	TBD	TBD
		Analyze existing survey information (e.g. Chesapeake Decisions discovery process, the process that the Wetlands Workgroup undertook in 2018, communications branding research, etc.) to determine if there are any previous studies that identify any organizational issues.	TBD	Complete 😊
		Identify organizational elements (e.g. culture, structure, member satisfaction, performance, skills and competencies) for which data collection and analysis could improve organization effectiveness. Reconcile with objectives for improved assessment of performance and drivers for adaptation.	Greg Allen, Carl Hershner, Kirk Havens, Rachel Felver, Dave Goshorn, Carin Bisland	Ongoing
		Develop a draft “best practices” guide for checking the health of a workgroup.	TBD	TBD (check on with GIT)
		Align/coordinate (as much as possible) the calendars and timeframes of the 2-Year Milestones with the 2-Year SRS process.	TBD	TBD (check on with GIT)
		Draft and present a plan to MB to pursue data collection and analysis for priority organizational elements and establishing performance thresholds.	Dave Goshorn	TBD (check on with GIT)
		Implement the plan.	GIT 6 members	TBD
2.2	Chesapeake Stat	Begin design and development for Chesapeake Decisions.	Doreen Vetter (with Chesapeake Stat team)	Complete July 2019 😊
2.3	Local Leadership Workgroup	Revise management strategy and 2019 work plan	Local Leadership Workgroup leadership and members	Complete 😊
		Continual completion of activities listed in the Local Leadership work plan.	Local Leadership Workgroup leadership and members	Ongoing
		Provide quarterly updates to GIT 6.	TBD	Ongoing

**Commented [MC2]:** Discuss at GIT 6 Meeting in December 2020

**Commented [MC3]:** Discuss at GIT 6 Meeting in December 2020

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2.4	Budget & Finance Workgroup	Draft and implement <del>2019</del> 2021 work plan.	Budget & Finance Workgroup leadership and members	
		Provide quarterly updates to GIT 6.	TBD	Ongoing
<b>Work Theme #3: GIT 6 Administration</b>				
3.1	Governance Document	Publish current Governance Document at more prominent site on Chesapeakebay.net	Dave Goshorn	Complete January 2019 😊
		Maintain running log of suggested edits to current Governance Document.	Chantal Madray	Ongoing
		Design and implement approach to ensure that current Governance Document is updated no later than September, 2020	Dave Goshorn, Carin Bisland	Ongoing
3.2	GIT 6 Membership	Present criteria for membership to MB, per Governance Document protocols.	Dave Goshorn, Carin Bisland	Complete January 2019 – accepted by MB, May 2019 😊

**Commented [MC4]:** Discuss at GIT 6 Meeting in December 2020

**Note:** At a future date, add a line in Workplan for GIT Funding as an “Ongoing” item