



**DRAFT SAMPLE POST-QPM AGENDA
TBD (Workgroup or GIT Name) Meeting**

Date, Time

Meeting Location: (Conference Room Name)
Address

Conference Line: TBD, **Conference Code:** TBD
Webinar: TBD

10:00 am Welcome & Opening Comments

- Welcoming Remarks & Introductions
- Key Updates
- Meeting Purpose & Goals

10:15 am Moving Forward: Our Next Steps from Management Board Input

Materials: [Final QPM Presentation delivered at the Quarterly Progress Meeting](#), [notes from the Quarterly Progress Meeting](#)

- Hear key highlights and input from the Quarterly Progress Meeting
- Determine our workgroup/GIT follow-on actions

10:30 am Re-envisioning Success: Back-casting to Reassess our Actions & Goals

Materials: [Chesapeake Watershed Agreement](#), [Narrative Analysis](#)

- Participate in 2025 backcasting exercise
 - *What needs to exist for our outcome to be reached?*
 - *What do we need to do today to fully achieve our outcome and goals?*
 - *Do these new ideas impact our work products and process?*

11:00 am Assessing Factors: What influences our ability to meet our Outcome?

Materials: [Draft Post-QPM Logic & Action Plan](#) and [Management Strategy themes](#), [Mentimeter questions](#)

- Identify factors on a blank slate
 - *What influences our success or our effectiveness in meeting our outcome?*
 - *What things have limited our ability as a Partnership (or GIT/workgroup) to get this work done?*
- Prioritize our influences
 - *Of the list of factors brainstormed that had the largest responses and were identified as best tackled as a Partnership (or GIT/workgroup), what are the ones that have the greatest impact to meet our outcome?*
(Recommendation: Do not limit defining what has the greatest impact over the next two years, but focus on the greatest impact in effectively meeting the overall outcome.)

- Compare inputs to those identified previously and decide on the factors for the next cycle
 - *What has been added?*
 - *Why are these “new” factors?*
 - *What has been dropped?*
 - *Can we claim these as successes of our actions? What did we learn from these successes? Or do we need to modify them?*
 - *For those that are repeated, why do they continue to be an influence?*

11:45 pm **Lunch** (on your own)

12:05 pm **Focusing on the Next Two Years: Assessing our Efforts, Gaps & Recommended Actions**

Materials: [Draft Post-QPM Logic & Action Plan](#)

Breakout Groups:

- **Current Efforts**
 - *What is the current situation in addressing the factor?*
 - *What is being done to address the factor?*
- **Gaps**
 - *What is getting in the way of addressing this factor?*
 - *What are the gaps that continue to exist despite the current efforts to address the factor?*
 - *What further efforts or information is needed to address this factor?*
- **Actions**
 - *What actions or opportunities do we recommend to address this gap over the next two years?*
 - *If constrained by limited budget and resources, what creative and/or innovative ways can we address these gaps?*
 - *If there are carry-over actions, do these actions need to be modified to help us make progress for this next cycle?*

Plenary Discussion:

- For each **action**:
 - *What are the steps needed for each action?*
 - *Who are the responsible parties?*
 - *What is the impacted geographic location?*
 - *What is the expected timeline for completion?*
- For each **factor**:
 - *What are the goals or metrics to determine success and progress? How should we monitor it?*
 - *Do we need to modify our previous metrics to get the results we are looking for?*
 - *How will we collect and assess the data that we want to monitor, how will we use the data, and how will we communicate the results?*

- *How do we expect the action to fill the gap? What do you expect to happen when the action is completed?*

1:30 pm **Applying our Logic for the Future: Identifying Lessons Learned from the Last Two Years**
(applied in the third cycle of the SRS)

Materials: [Draft Post-QPM Logic & Action Plan](#)

- *What have we learned over the past two years that we'll need to consider in the coming two years?*
 - *What was our understanding, and how has our understanding changed?*
 - *What decisions and adjustments need to be made in light of new information?*
- *What are we recommending for the future?*
 - *What do we need to change to better align to achieve our outcome?*
 - *Do our recommendations support necessary changes to the current Management Strategy?*

2:15 pm **The Way Forward & Closing Comments**

Materials: [SRS Overview in Chesapeake Decisions](#)

- Provide the Vision for the Future & Next Steps
- Review Action Items & Parking Lot

2:30 pm **Adjourn – *Thank you for your time, effort and participation!***