**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!***