Logic and Action Plan: [Pre- OR Post-] Quarterly Progress Meeting

#

**[Insert Outcome Name] – [Insert Appropriate Years here]** *[NOTE: make sure to edit* ***pre****- or* ***post****- in the text above, to tell the reader whether this logic and action plan is in preparation for your quarterly progress meeting or has been updated based on discussion at the quarterly progress meeting.]*

**Long-term Target:** (the metric for success of Outcome)

**Two-year Target:** (increment of metric for success)

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| **Instructions:** Before your quarterly progress meeting, provide the status of individual actions in the table below using this color key. |
| Action has been completed or is moving forward as planned.  |
| Action has encountered minor obstacles. |
| Action has not been taken or has encountered a serious barrier. |

Additional instructions for completing or updating your logic and action plan can be found on [ChesapeakeDecisions](http://www.chesapeakebay.net/decisions/srs-guide).

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| Factor | Current Efforts | Gap | Actions  | Metrics | Expected Response and Application | Learn/Adapt |
| *What is impacting our ability to achieve our outcome?* | *What current efforts are addressing this factor?* | *What further efforts or information are needed to fully address this factor?* | *What actions are essential (to help fill this gap) to achieve our outcome?* | *What will we measure or observe to determine progress in filling identified gap?* | *How and when do we expect these actions to address the identified gap? How might that affect our work going forward?* | *What did we learn from taking this action? How will this lesson impact our work?* |
| *Example:* |  |  |  |  |  |  |
| Partner Coordination: Development of shared stream restoration monitoring protocols and technical guidelines | Development of individual state protocols | Lack of common watershed, stressor, and stream assessment and restoration guidelines | [Form an action team to identify commonalities among protocols (1.1)](#_1.1) |  |  |  |
| Scientific and Technical Understanding of Credit-oriented Protocols: BMP implementation effect on potential lift and/or improvement in stream function  | Various groups are implementing BMPs in streams. See Management Strategy for details.  | Robust stream restoration monitoring | [Consider alternative methods for monitoring, targeting BMP implementation (1.2)](#_1.2) |  |  |  |

|  | ACTIONS – [Insert Appropriate 2-Year Period] |
| --- | --- |
| Action # | Description | Performance Target(s) | Responsible Party (or Parties) | Geographic Location | Expected Timeline |
| Management Approach 1: |
| 1.1 | [Form](#_Management_Approach_2:) an action team to identify commonalities among protocols |  |  |  |  |
| 1.2 | [Consider](#_Management_Approach_1:) alternative methods for monitoring, targeting BMP implementation |  |  |  |  |
| 1.3 |  |  |  |  |  |
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| Management Approach 2: |
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