

Chesapeake Bay Program
Enhance Partnering, Leadership and Management Goal Implementation Team
2019 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
Work Theme #1: Evaluation and Adaptive Management				
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)	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.		March 2019 ☺
		Write up and publish key Actions and Decisions from March 2019 Biennial SRS Meeting		May 2019

		Implement improvements to the SRS Process in response to the Biennial Meeting.		Ongoing
		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.		Ongoing
		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.		June 2019 ☺
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"> - Step 1: Compile and review existing documents and other materials that may support this effort (e.g. Factor Development Toolkit). - 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. 	<p>SRS Planning Team and STAC</p> <p>Note: May be critical action due to startup of SRS Round 2 (asking teams to complete last 3 columns in Logic and Action Plan).</p>	<p>Ongoing</p> <p>Component of July 23 GIT 6 meeting</p> <p>Step 1 date TBD</p> <p>Step 2 date TBD</p>
1.3	Independent Evaluator	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.	Carin Bisland (with Greg Allen)	Ongoing – Discussions completed. ☺ Issue on hold.
Work Theme #2: Enhancing/Improving the Partnership’s Functionality				
2.1	CBP Organizational Analysis (item “On Hold” pending input	Meet with CBP Director to review programmatic issues. Invite CBP Director to the fall 2019 GIT 6 meeting.	TBD	TBD
		Analyze existing survey information (e.g. Chesapeake Decisions discovery process, the process that the Wetlands Workgroup	TBD	TBD

	and approval by CBP Director).	undertook in 2018, communications branding research, etc.) to determine if there are any immediate actions that may increase participation.		
		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	TBD
		Develop a draft “best practices” guide for checking the health of a workgroup.	TBD	TBD
		Align/coordinate (as much as possible) the calendars and timeframes of the 2-Year Milestones with the 2-Year SRS process.	TBD	TBD
		Draft and present a plan to MB to pursue data collection and analysis for priority organizational elements and establishing performance thresholds.	Dave Goshorn	TBD
		Implement the plan.	GIT 6 members	TBD
		Provide overview and recommendations for organizational enhancement at 2019 Biennial Strategy Review System meeting. For example, discuss possible changes to CBP organization and/or Watershed Agreement outcomes that would improve the ability of partners to engage and participate.	Dave Goshorn	TBD
2.2	Chesapeake Stat	Begin design and development for Chesapeake Decisions.	Doreen Vetter (with Chesapeake Stat team)	July 2019 ☺
2.3	Local Leadership Workgroup	Revise management strategy and 2019 work plan	Local Leadership Workgroup leadership and members	March 2019
		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	Mar. 2019 ✓ June 2019

Updated 07/12/2019

Updated 07/27/2019

				Sep. 2019 Dec. 2019
2.4	Budget & Finance Workgroup	Draft and implement 2019 work plan.	Budget & Finance Workgroup leadership and members	Q1 2019
		Provide quarterly updates to GIT 6.	TBD	Mar. 2019 × June 2019 Sep. 2019 Dec. 2019
Work Theme #3: GIT 6 Administration				
3.1	Governance Document	Publish current Governance Document at more prominent site on Chesapeakebay.net	Dave Goshorn	January 2019 ☺
		Maintain running log of suggested edits to current Governance Document.	Emily Freeman	Ongoing
		Design and implement approach to ensure that current Governance Document is updated no later than September, 2020	Dave Goshorn, Carin Bisland	September 2019
3.2	GIT 6 Membership	Present criteria for membership to MB, per Governance Document protocols.	Dave Goshorn, Carin Bisland	January 2019 – accepted by MB, May 2019 ☺