Enhance Partnering, Leadership and Management Goal Implementation Team Work Plan
2018 Work Plan – updated June 19, 2018

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				
Action #	**Description**	**Performance Target(s)**	**Responsible Party (or Parties)**	**Expected Timeline**
Work Theme #1: Evaluation and Adaptive Management				
1.1	Biennial Strategy Review System (SRS)	Support Goal Teams and associated workgroups in preparation for, and follow-up from, Quarterly Progress Meetings, through adaptive management mentors, STAR "dry runs," pre/de-brief meetings with the SRS Small Group, and by tracking the actions and decisions made by Management Board at Quarterly Progress Meetings.	SRS Small Group (with GIT 6 Members, Management Board, STAR, STAC, GIT Chairs, Coordinators and Staffers)	Ongoing
		Finalize the program-wide process for updating Management Strategies and 2-Year Work Plans in relation to Quarterly Progress Meetings.		January 2018 – **complete**
		Align/coordinate (as much as possible) the calendars and timeframes of the 2-Year Milestones with the 2-Year SRS process.		February 2018 – will be on 2019 biennial meeting agenda
		Develop a process for changes to Watershed Agreement Goals and Outcomes.		March 2018 – **complete**
		Advance the identification and use of metrics and other analytical tools to strengthen the implementation of the adaptive management decision framework.		Ongoing

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		- 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.		Step 1 date TBD Step 2 date TBD
		Plan the March 2019 Biennial SRS Meeting (date and location TBD).		3rd/4th Quarter 2018
1.2	Independent Evaluator	Facilitate achieving the statutory requirements of the independent evaluator portion of the Chesapeake Bay Accountability and Recovery Act (CBARA).	Carin Bisland (with Greg Allen)	Ongoing – Discussions **completed**. Issue on hold pending direction from PSC.
Work Theme #2: Enhancing/Improving the Partnership's Functionality				
2.1	Governance of the Partnership	Convene an Action Team to review suggested revisions and complete a draft revision of the CBP Governance Document, including a new section related to the Biennial Strategy Review System (SRS). Present to GIT 6.	Greg Allen, Emily Freeman (with Action Team volunteers)	January 2018 – Convene Action Team – **complete** March 2018 – Present initial path forward to GIT 6 – **complete** June 2018 – Present full revised draft to GIT 6 – **complete**

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		Present draft and summary of changes to Management Board. Determine whether any review/concurrence is needed from the PSC.	Dave Goshorn	July 2018 – **complete**
		Present outstanding issues to PSC, if needed.	Dave Goshorn	Q3 2018 (TBD)
		Action Team makes final revisions and presents final draft to the Management Board.	Greg Allen, Emily Freeman (with Action Team volunteers)	September 2018
		Post final Governance Document to CBP website.	Emily Freeman	September 2018
		Provide resources (e.g. membership template) to help GITs develop membership criteria and present to MB, per the 2018 Governance Document update.	TBD	September 2018
2.2	CBP Organizational Analysis	Analyze existing survey information (e.g. Chesapeake Decisions discovery process) to determine if there are any immediate actions that may increase participation.	TBD	March 2018 – information was sent to GIT leads
		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	September 2018
		Draft and present a plan to MB to pursue data collection and analysis for priority organizational elements and establishing performance thresholds.	Dave Goshorn	October 2018
		Implement the plan.	GIT 6 members	4th Quarter 2018
		Provide overview and recommendations for organizational enhancement at 2019 Biennial Strategy Review System meeting. For example, discuss possible changes to CBP organization and/or	Dave Goshorn	February 2019

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		Watershed Agreement outcomes that would improve the ability of partners to engage and participate.		
2.3	Chesapeake Stat	Complete discovery research for Chesapeake Decisions.	Doreen Vetter (with Chesapeake Stat team)	**Complete**
		Begin design and development for Chesapeake Decisions.	Doreen Vetter (with Chesapeake Stat team)	Ongoing, timeline TBD
2.4	Local Leadership Workgroup	Continual completion of activities listed in the Local Leadership work plan.	Local Leadership Workgroup leadership and members	Ongoing
		Provide quarterly updates to GIT 6.	Andy Fellows	Mar. 2018 June 2018 – **complete** Sep. 2018 Dec. 2018
		Prepare for and present at November 2018 Quarterly Progress Meeting.	Andy Fellows, Emily Freeman	November 2018
		Revise management strategy and work plan.	Local Leadership Workgroup leadership and members	March 2019
2.5	Budget & Finance Workgroup	Draft and implement 2018 work plan.	Budget & Finance Workgroup leadership and members	Q1 2018
		Provide quarterly updates to GIT 6.	Dan Nees, Julie Winters	Mar. 2018 June 2018 – **complete** Sep. 2018 Dec. 2018
Work Theme #3: GIT 6 Administration				

Work Plan Actions				
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3.1	GIT 6 Membership	Draft initial guidance on GIT 6 membership criteria to be discussed with GIT, with particular emphasis on increasing diversity in GIT membership. Reach consensus on who might be invited to join GIT 6.	Greg Allen	June 2018 – **complete**
		Present criteria for membership to MB, per Governance Document protocols.	Dave Goshorn, Carin Bisland	October 2018
3.2	Mission and Vision Statements	Revise the existing GIT 6 mission statement and create a GIT 6 vision statement to better reflect the GIT's current and forward-looking priorities.	Dave Goshorn, Carin Bisland, Greg Allen, Emily Freeman	March 2018 – **complete**
3.3	Communications Workgroup	Explore incorporation of Communication Workgroup into GIT 6.	Dave Goshorn, Carin Bisland, Greg Allen, Emily Freeman, Rachel Felver, Catherine Krikstan, Deb Klenotic	February 2018 – **complete, will not be incorporated under GIT 6**