Enhance Partnering, Leadership and Management Goal Implementation Team Logic Table and Work Plan
2018 Work Plan – updated March 6, 2018

Primary Users: Goal Implementation Teams, Workgroups, and Management Board | Secondary Audience: Interested Internal or External Parties
Primary Purpose: To assist partners in thinking through the relationships between their actions and specific factors, existing programs and gaps (either new or identified in their Management Strategies) and to help workgroups and Goal Implementation Teams prepare to present significant findings related to these actions and/or factors, existing programs and gaps to the Management Board. | Secondary Purpose: To enable those who are not familiar with a workgroup to understand and trace the logic driving its actions.
Reminder: As you complete the table below, keep in mind that removing actions, adapting actions, or adding new actions may require you to adjust the high-level Management Approaches outlined in your Management Strategy (to ensure these approaches continue to represent the collection of actions below them).
Long-term Target (the metric for success of Outcome): **TBD**
Two-year Target (increment of metric for success): **TBD**

Mission Statement (current): Continually improve the leadership and management of the CBP and assist watershed partners and stakeholders in building their capacity to become environmental leaders in their community.
Mission Statement (revised): TBD

KEY: Use the following colors to indicate whether a Metric and Expected Response have been identified.	
Metric	Specific metrics have not been identified
	Metrics have been identified
Expected Response	No timeline for progress for this action has been specified
	Timeline has been specified

Factor	Current Efforts	Gap	Actions (critical in bold)	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 achieve our outcome?*	*Optional: Do we have a measure of progress? How do we know if we have achieved the intended result?*	*Optional: What effects do we expect to see as a result of this action, when, and what is the anticipated application of these changes?*	*Optional: What did we learn from taking this action? How will this lesson impact our work?*
Public Engagement						
Legislative Engagement at the Federal, State and or Local Levels						
Government Agency Engagement at the Federal, State and or Local Levels						
Non-Governmental Agency Engagement						
Partner Coordination						
Use Conflict: Staffing, Program Resources						
Scientific and Technical Understanding						
Funding or 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
		Align/coordinate (as much as possible) the calendars and timeframes of the 2-Year Milestones with the 2-Year SRS process.		February 2018
		Develop a process for changes to Watershed Agreement Goals and Outcomes.		March 2018
		Advance the identification and use of metrics and other analytical tools to strengthen the implementation of the adaptive management decision framework. - 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.		Ongoing Step 1 date TBD Step 2 date TBD
		Plan the February 2019 Biennial SRS Meeting (date and location TBD).		3rd/4th Quarter 2018

Work Plan Actions				
Action #	**Description**	**Performance Target(s)**	**Responsible Party (or Parties)**	**Expected Timeline**
1.2	Independent Evaluator	Participate in discussions with EPA to determine an approach to meet statutory requirements of CBARA.	Carin Bisland (with Greg Allen, Laura Free)	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 March 2018 – Present initial path forward to GIT 6 June 2018 – Present full revised draft to GIT 6
		Present draft and summary of changes to Management Board. Determine whether any review/concurrence is needed from the PSC.	Dave Goshorn	July 2018
		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

		Work Plan Actions		
Action #	**Description**	**Performance Target(s)**	**Responsible Party (or Parties)**	**Expected Timeline**
		Ensure that 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 Discovery) to determine if there are any immediate actions that may increase participation.	TBD	March 2018
		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	June 2018
		Draft and present a plan to MB to pursue data collection and analysis for priority organizational elements and establishing performance thresholds.	Dave Goshorn	July 2018
		Implement the plan.	GIT 6 members	3rd/4th Quarters 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 Watershed Agreement outcomes that would improve the ability of partners to engage and participate.	Dave Goshorn	February 2019
2.3	Chesapeake Stat	Complete discovery research for Chesapeake Decisions.	Doreen Vetter (with Chesapeake Stat team)	
		Begin design and development for Chesapeake Decisions.	Doreen Vetter (with Chesapeake Stat team)	
2.4	Local Leadership Workgroup	Continual completion of activities listed in the Local Leadership work plan.	Local Leadership Workgroup leadership and members	Ongoing

Work Plan Actions				
Action #	**Description**	**Performance Target(s)**	**Responsible Party (or Parties)**	**Expected Timeline**
		Provide quarterly updates to GIT 6.	Andy Fellows	Mar. 2018, June 2018, 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	First quarter 2018
		Provide quarterly updates to GIT 6.	Dan Nees, Julie Winters	Mar. 2018, June 2018, Sep. 2018, Dec. 2018
Work Theme #3: GIT 6 Administration				
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
		Present criteria for membership to MB, per Governance Document protocols.	Dave Goshorn, Carin Bisland	July 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
3.3	Communications Workgroup	Explore incorporation of Communication Workgroup into GIT 6.	Dave Goshorn, Carin Bisland, Greg Allen, Emily Freeman, Rachel	February 2018

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Action #	**Description**	**Performance Target(s)**	**Responsible Party (or Parties)**	**Expected Timeline**
			Felver, Catherine Krikstan, Deb Klenotic	