**NOTE:** Delete all notes in this blue color prior to finalizing your Modified Outcome Review. This template is provided for your convenience.

**NOTE:** Add the “Date” updated in the footer to aide with version control.

**NOTE:** Format Guidelines

1. Length – No more than 2 pages.
2. Spacing – Single line spacing should be used with 6p spacing between paragraphs.
3. Margins - All margins should be no less than one inch.
4. Font – Calibri 11pt
5. References – Should be linked within the text and cited at the bottom of the assessment. References do not count towards the page count, however, please be mindful for the quantity of references and the amount of information they require the reader to digest.

**NOTE:** Outcome leads will submit Modified Outcome Review (“Big Question”) documents and associated slide(s) two weeks in advance of their Cohort’s Outcome Review Meeting. [Cohorts are identified here.](https://d18lev1ok5leia.cloudfront.net/chesapeakebay/documents/Management-Board-Outcome-Review-Meeting-Schedule-12-12-2024.pdf)

* Submit Modified Outcome Review (“Big Question”) documents, per the [Modified Strategy Review System: Phase 2 Outcome Review Methodology (“Big Question” Guidance)](https://d18lev1ok5leia.cloudfront.net/chesapeakebay/Modified-Strategy-Review-System-Phase-2-Outcome-Review-Methodology.pdf) document.
  + Email both Word and PDF versions of Modified Outcome Review documents to Erin Sonnenburg, Sarah Brzezinski, and Bo Williams at: [sonnenburg.erin@epa.gov](mailto:sonnenburg.erin@epa.gov); [brzezinski.sarah@epa.gov](mailto:brzezinski.sarah@epa.gov); [williams.james@epa.gov](mailto:williams.james@epa.gov)
* Submit a PowerPoint slide for the 3-minute review of your Outcome advice.
  + Email both PowerPoint and PDF versions of Modified Outcome Review documents to Erin Sonnenburg, Sarah Brzezinski, and Bo Williams at: at: [sonnenburg.erin@epa.gov](mailto:sonnenburg.erin@epa.gov); [brzezinski.sarah@epa.gov](mailto:brzezinski.sarah@epa.gov); [williams.james@epa.gov](mailto:williams.james@epa.gov)
* **Deadlines:**

|  |  |  |
| --- | --- | --- |
| Cohort | Materials Due | Management Board Outcome Review Meetings |
| 1 | Noon on Thursday, January 30th, 2025 | Thursday, February 13, 2025 |
| 2 | Noon on Thursday, February 13, 2025 | Thursday, February 27, 2025 |
| 3 | Noon on Thursday, February 27, 2025 | Thursday, March 13, 2025 |

**NOTE:** Delete this whole line, including page break.

[OUTCOME NAME]

[LEAD GIT/WORKGROUP]

2014 WATERSHED AGREEMENT: GOAL & OUTCOME LANGUAGE

**[OUTCOME NAME] OUTCOME:**

**NOTE:** Above, copy the outcome language directly from the [2014 Watershed Agreement](https://d18lev1ok5leia.cloudfront.net/chesapeakebay/Chesapeake-Bay-Watershed-Agreement-Amended.pdf). Example: Expand public access to the Bay and its tributaries through existing and new local, state and federal parks, refuges, reserves, trails and partner sites.

**[GOAL NAME] GOAL:**

**NOTE:** Above, copy the goal language directly from the [2014 Watershed Agreement](https://d18lev1ok5leia.cloudfront.net/chesapeakebay/Chesapeake-Bay-Watershed-Agreement-Amended.pdf). Example: By 2025, add 300 new public access sites, with a strong emphasis on providing opportunities for boating, swimming and fishing, where feasible.

**[DISPOSITION]**

OUTCOME DISPOSITION ADVICE TO MANAGEMENT BOARD:

**NOTE:** In the light green text box above, delete [DISPOSITION] and add the recommendation to “Update” “Replace” “Consolidate” “Reclassify” “Stand Aside” or “Remove” Term definitions are provided below.

* **“Update”** = Outcome intent is largely kept intact. Unique language may be necessary if it is more than just a SMART update. Key principle is maintaining the intent.
* **“Replace”** = This language suggests that a novel Outcome replaces a current one and that it relates in its intent or subject area.
* **“Consolidate”** (i.e., Combine) = Multiple Outcomes would be combined in a single Outcome, or activities contributing to an Outcome are dispersed across others.
* **“Reclassify”** = Outcome is changed to output or a different structure is adopted.
* **“Stand aside”** = I am not registering agreement or disagreement but consciously determining not to influence the decision.
* **“Remove”** = The Outcome is removed from the 2014 Agreement.