

Chesapeake Bay Program

BIENNIAL STRATEGY REVIEW SYSTEM

Work Plan



NOTE: Review and revise your Management Strategy before developing your Work Plan. The Management Strategy includes the logic portion of the previously used Logic & Action Plan and will now serve to illustrate the link between the factors that could impact the partnership's ability to achieve an outcome and the actions it is taking to manage them. Update your Management Strategy to reflect key information from your Outcome Review Summary and feedback from your Quarterly Progress Meeting. This is not meant to be a full rewrite of your Management Strategy – just ensure the information is still accurate and reflects the current direction of the workgroup.

NOTE: The Work Plan replaces the Actions section of the previously used Logic & Action Plan. An example is provided on the next page of this document. Your Work Plan may have more or less detail than the example. Please delete the example before finalizing the document.

NOTE: Delete all notes in this blue color - these comments are intended to help you draft your Work Plan. Delete the Work Plan example. Replace all text highlighted in blue or yellow and remove all highlighting prior to finalizing your Outcome Review Summary. Keep one blank line (using Normal text formatting) of between each Management Approach.

NOTE: While this template is provided for your convenience, you have the flexibility to choose a different format, such as an Excel spreadsheet. If you choose a different format, you must ensure that it can be converted to a PDF and printed on standard letter (8.5 in x 11 inch) paper in either portrait or landscape orientation. All Work Plans must answer all questions below for each Management Approach. The first four listed questions provide the previously requested information. The remaining questions ensure you have the necessary information to assess and learn from the results of your actions and will help guide your future work.

- What are the steps needed for each Management Approach?
- Who are the responsible parties?
- What is the impacted geographic location?
- What is the expected timeline for completion?
- What are the goals or metrics you will use to determine the impact of your action?
- How will we collect and assess the data that we want to monitor and how will we use the data?
- How will we communicate the results?
- How do we expect the action to fill the priority factor or gap? What do you expect to happen when the action is completed?

NOTE: The following example is a **hypothetical** only. Please delete the following example before finalizing your Work Plan.

MANAGEMENT APPROACH 1: Partnership coordination - develop shared stream restoration monitoring protocols and technical guidelines.				
Action #	Description of Step	Responsible Party or Parties	Geographic Location	Expected Timeline
1.1	Form an action team to identify commonalities among existing protocols	Volunteers XYZ Workgroup members & jurisdiction representatives	Watershed-wide	Winter 2024 – Summer 2024
1.2	Develop a STAC Workshop proposal to engage scientific experts to identify best practices & identify monitoring priorities from diverse stakeholders. If funded, convene diverse stakeholders, host workshop, & finalize workshop report	XYZ Workgroup Chairs, Coordinator, Staffer & Workgroup members STAC Workshop Planning Committee	Watershed-wide	Winter 2024 Summer 2024 – Spring 2025
1.3	Collaborate on & shared stream restoration monitoring protocols and technical guidelines.	XYZ Workgroup Chairs, Coordinator, Staffer, & Workgroup members (including jurisdiction representatives)	Watershed-wide	Fall 2024
1.4	Update ABC stream restoration database. Analyze reported data.	XYZ Workgroup Chairs, Coordinator, & Staffer	Watershed-wide	Spring 2025
1.5	Convene XYZ workgroup meeting to reflect on shared protocols & yr 1 data.	XYZ Workgroup	Watershed-wide	Fall 2025
How do we expect the action to fill the priority factor or gap? What do you expect to happen when the action is completed?		What are the goals or metrics you will use to determine the impact of your action?	How will we collect and assess the data that we want to monitor and how will we use the data?	How will we communicate the results?
Stream restoration monitoring protocols and technical guidelines are inconsistent between individual jurisdictions, federal agencies and NGOs. Establishing consistent, shared protocols and guidelines will enhance watershed-wide monitoring efforts and for improve our understanding of the effectiveness of stream restoration efforts.		Number of partners who adopt & utilize shared protocols & guidelines. Improvement to information collected in ABC stream restoration database, and improved understanding of stream restoration effectiveness.	Annually updated ABC stream restoration database Use data to assess number, impact & geographic spread of stream restoration projects. Apply learnings to BMP development.	<ul style="list-style-type: none"> • STAC workshop report • Presentation of findings to MB • Leverage trusted stakeholders w/in jurisdictions

(INSERT OUTCOME NAME)

SRS 4TH CYCLE: (INSERT APPROPRIATE 2-YR PERIOD) WORK PLAN

OUTCOME:

NOTE: Above, copy the outcome language from the 2014 Watershed Agreement. Example: By 2025, add 300 new public access sites, with a strong emphasis on providing opportunities for boating, swimming and fishing, where feasible.

Long-term Target:

NOTE: Above, write the metric for success of Outcome. Example: 300 new public access sites by 2025

Two-year Target:

NOTE: Above, write the increment of metric for success. Example: The Public Access Workgroup has set an internal target, called a milestone, of 20 new public access sites annually. This internal milestone is intended to establish a system for tracking progress relative to regular increments of the long-term outcome of 300 new sites and is not meant to be a target itself.

MANAGEMENT APPROACH 1: (Insert management approach)				
Action #	Description of Step	Responsible Party or Parties	Geographic Location	Expected Timeline
How do we expect the action to fill the priority factor or gap? What do you expect to happen when the action is completed?		What are the goals or metrics you will use to determine the impact of your action?	How will we collect and assess the data that we want to monitor and how will we use the data?	How will we communicate the results?

MANAGEMENT APPROACH 2: (Insert management approach)				
Action #	Description of Step	Responsible Party or Parties	Geographic Location	Expected Timeline
How do we expect the action to fill the priority factor or gap? What do you expect to happen when the action is completed?		What are the goals or metrics you will use to determine the impact of your action?	How will we collect and assess the data that we want to monitor and how will we use the data?	How will we communicate the results?

MANAGEMENT APPROACH 3: (Insert management approach)				
Action #	Description of Step	Responsible Party or Parties	Geographic Location	Expected Timeline
How do we expect the action to fill the priority factor or gap? What do you expect to happen when the action is completed?		What are the goals or metrics you will use to determine the impact of your action?	How will we collect and assess the data that we want to monitor and how will we use the data?	How will we communicate the results?

NOTE: Include additional Management Approaches by duplicating the template below.

MANAGEMENT APPROACH (Insert number): (Insert management approach)				
Action #	Description of Step	Responsible Party or Parties	Geographic Location	Expected Timeline
How do we expect the action to fill the priority factor or gap? What do you expect to happen when the action is completed?		What are the goals or metrics you will use to determine the impact of your action?	How will we collect and assess the data that we want to monitor and how will we use the data?	How will we communicate the results?