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| Updating Existing Indicators (Bold indicates lead staff, updated March 2022) |
| 1. Data Provider notifies Indicators Coordinator of pending indicator update.
 |
| * 1. Data Provider works with Data Source (e.g., U.S. Geological Survey, Virginia Institute of Marine Science, etc.) to obtain raw data.
 |
| * 1. Indicators Coordinator notifies Communications Director, ChesapeakeStat Web Content Specialist and, if applicable, GIS Team of pending update.
 |
| 1. Indicators Coordinator, Communications Director and ChesapeakeStat Web Content Specialist establish communications plan (generally during a monthly coordination meeting that may include the Accountability and Budget Team Leader and the Director of Web Development).
 |
| * 1. The Communications Director, with the support of the Indicators Coordinator and ChesapeakeStat Web Content Specialist, works with the SMEs to develop messaging and agree upon a communications plan (e.g., publication timeline, distribution channels, etc.).

*NOTE: For any communications products, including the end of year summary, conversations about what the data are saying can happen before data are final, but the Indicators Coordinator is the authority on what constitutes "final" data - NOT the Data Provider.*  |
| 1. Data Provider sends Indicators Coordinator and ChesapeakeStat Web Content Specialist final data spreadsheet and A&M document.
 |
| * 1. Indicators Coordinator quality checks data spreadsheet and A&M document and sends findings to Accountability and Budget Team Leader for review.
 |
| * 1. If applicable, the Indicators Coordinator requests that Data Provider also send geographic data to GIS Team. The GIS Team quality checks geographic data.
 |
| * 1. Indicators Coordinator finalizes data and A&M with Data Provider. The A&M contains key communications messages.
 |
| * 1. Indicators Coordinator posts final data spreadsheets and A&M documents on SharePoint under the Web Team folder and notifies the ChesapeakeStat Web Content Specialist and the Accountability and Budget Team Leader that the data are final.
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| 1. ChesapeakeStat Web Content Specialist drafts web and related communications content.
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| 1. ChesapeakeStat Web Content Specialist consults with Web Designer on new chart and graph visualizations as needed and works with Indicators Coordinator to ensure accuracy and consistency across communications materials.
 |
| 1. ChesapeakeStat Web Content Specialist consults with Communication Director on communications content as needed.
 |
| 1. ChesapeakeStat Web Content Specialist sends draft web content to Accountability and Budget Team Leader and Indicators Coordinator for review. Once approved, ChesapeakeStat Web Content Specialist sends draft web content to Data Provider for review, at which point it may be distributed to Communications Director and additional stakeholders for feedback. If content includes map, ChesapeakeStat Web Content Specialist works with GIS team to create a map that the Indicators Coordinator and Data Provider can review.

*NOTE: For the end-of-year communications summary, content review for an indicator for which data were being finalized while end-of-year content was being drafted is reviewed by either the Indicators Coordinator or the ChesapeakeStat Web Content Specialist. The ChesapeakeStat Web Content Specialist should review any additional requested changes to content and consult with Indicators Coordinator as needed to ensure accurate representation of the indicator and data. In the absence of the ChesapeakeStat Web Content Specialist, the Communications Director enlists Indicators Coordinator in final review of content.* |
| 1. ChesapeakeStat Web Content Specialist publishes web text, data file, A&M document, and other supporting materials (e.g., charts, maps) to website, after approval by Accountability and Budget Team Leader and

in accordance with established communications plan.  |
| 1. Indicators Coordinator notifies Management Board of completed indicator updates via the program update distributed before each Management Board meeting.

*NOTE: Management Board may request an in-person presentation from an indicator's lead Goal Implementation Team or workgroup as needed.* |

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| Adapting Existing Indicators (Bold indicates lead staff, updated March 2022) |
| 1. GIT coordinator notifies Indicators Coordinator of identified need.
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| *NOTE: This need can come from several sources, including communications efforts, adaptive management efforts or work to align an indicator with the language of an outcome or goal.* |
| 1. GIT Coordinator and Indicators Coordinator work together to modify metrics.
 |
| * 1. Results are presented to the Status and Trends Workgroup and, where appropriate, subject matter, data analysis and data assessment experts.
 |
| 1. Status and Trends Workgroup approves proposed modification if it is determined to address identified need.
 |
| 1. Indicators Coordinator notifies stakeholders of intent to adapt indicator.
 |
| * 1. Indicators Coordinator notifies Management Board of intent to adapt indicator through the program update distributed before each Management Board meeting.
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| * 1. Management Board may request an in-person presentation from an indicator's lead Goal Implementation Team or workgroup as needed.
 |
| 1. Indicator update follows standard process for updating an existing indicator.
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| Establishing New Indicators (Bold indicates lead staff, updated March 2022) |
| 1. Goal Implementation Team Coordinator identifies and presents a monitoring, tracking, or adaptive management need to the Status and Trends Workgroup.
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| * 1. Workgroup discusses need at regular meeting.
 |
| * 1. Workgroup recommends a path forward and assists where appropriate.
 |
| 1. Indicators Coordinator works with GIT or Workgroup Coordinator to identify metrics and indicator(s) to meet need.
 |
| 1. The Status and Trends Workgroup and other experts within and outside of the Chesapeake Bay Program partnership (including the Integrated Monitoring Networks Workgroup) may provide feedback and support where needed.
 |
| 1. Status and Trends Workgroup approves new indicator.
 |
| * 1. GIT or Workgroup Coordinator presents new indicator to Status and Trends Workgroup, demonstrating how the new indicator addresses the identified need and tracks progress towards the relevant Watershed Agreement Outcome(s).
 |
| * 1. Status and Trends Workgroup approves new indicator and works with GIT or Workgroup Coordinator to place it within the Indicator Framework for the relevant Outcome(s).
 |
| 1. Indicators Coordinator notifies stakeholders of new indicator.
 |
| * 1. Following development and Status and Trends Workgroup approval, Indicators Coordinator notifies STAR and Management Board of new indicator through the program update distributed before each Management Board meeting.
 |
| 1. Management Board may request an in-person presentation from an indicator's lead Goal Implementation Team or workgroup as needed.
 |
| 1. Indicator update follows standard process for updating existing indicator.
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