

Updated 02/19/2019

Enhance Partnering, Leadership and Management Goal Implementation Team
2019 **DRAFT** Work Plan

Blue highlighted = additions to 2018 Work Plan ~~Strikeouts~~ = deletions from 2018 Work Plan Yellow highlighted = comments/questions

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				
Green - action has been completed or is moving forward as planned Yellow - action has encountered minor obstacles Red - action has not been taken or has encountered a serious barrier				
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)	Update SRS Process to: 1. Complete the logic table 2. Address concerns, inefficiencies, etc identified in Round 1 implementation 3. Coordinate and incorporate modifications into ChesapeakeDecisions 4. Update calendar with all due dates etc for Round 2	SRS Small Group (with GIT 6 Members, Management Board, STAR, STAC, GIT Chairs, Coordinators and Staffers)	March, 2019
		Plan the March 2019 Biennial SRS Meeting.		March, 2019
		Write up and publish key Actions and Decisions from March 2019 Biennial SRS Meeting		May, 2019

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Work Plan Actions

		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.		Ongoing
		Work with Management Board to identify and implement best approach for making Quarterly Progress Meetings Actions and Decisions transparent and searchable.		June 2019
1.2	Completing the Decision Framework	<p>Is this action below fine as is, or does it need to be updated (same text as 2018)?</p> <p>Do we have expertise on the GIT to advance this workplan item? Is this somewhere we could get STAC involved?</p> <p>Advance the identification and use of metrics and other analytical tools to strengthen the implementation of the adaptive management decision framework.</p> <ul style="list-style-type: none"> - 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. 	TBD	<p>Ongoing</p> <p>Step 1 date TBD</p> <p>Step 2 date TBD</p>
1.3	Independent Evaluator	Facilitate achieving the statutory requirements of the independent evaluator portion of the Chesapeake Bay Accountability and Recovery Act (CBARA) pending direction and schedule from PSC. Where do we stand with this? What is the next step?	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		Meet with new CBP Director to review programmatic issues.	TBD	TBD

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Work Plan Actions

	<p>CBP Organizational Analysis (item "On Hold" pending input and approval by new CBP Director)</p> <p>This Action is important but needs significant discussion, refinement, and new 2019 due dates. Major steps (some of which are already captured here) should be:</p> <ol style="list-style-type: none"> 1. Analyze existing information, 2. Identify missing pieces and plan to get them, 3. Present plan to MB for approval, 4. Implement. <p>Goal is to get the data needed to identify issues in 2019 and then use that info to develop strategy to improve performance in 2020</p>	Analyze existing survey information (e.g. Chesapeake Decisions discovery process, the process that the Wetlands Workgroup undertook in 2018, etc) to determine if there are any immediate actions that may increase participation.	TBD	TBD
		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???	TBD
		Develop a draft "best practices" guide for checking the health of a workgroup.	TBD	TBD
		Align/coordinate (as much as possible) the calendars and timeframes of the 2-Year Milestones with the 2-Year SRS process.	TBD	TBD
		Draft and present a plan to MB to pursue data collection and analysis for priority organizational elements and establishing performance thresholds.	Dave Goshorn	TBD
		Implement the plan.	GIT 6 members	TBD
		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	TBD
2.2	<p>Chesapeake Stat</p> <p>Is this still appropriate?</p>	Begin design and development for Chesapeake Decisions.	Doreen Vetter (with Chesapeake Stat team)	Ongoing, timeline TBD

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Work Plan Actions

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2.3	Local Leadership Workgroup	Revise management strategy and 2019 work plan	Local Leadership Workgroup leadership and members	March 2019
		Continual completion of activities listed in the Local Leadership work plan.	Local Leadership Workgroup leadership and members	Ongoing
		Provide quarterly updates to GIT 6.	TBD	Mar. 2019 June 2019 Sep. 2019 Dec. 2019
2.4	Budget & Finance Workgroup Do we need an action item on re-evaluating and, if appropriate, re-invigorating this Workgroup vs creating an action team, etc.?	Draft and implement 2019 work plan.	Budget & Finance Workgroup leadership and members	Q1 2019
		Provide quarterly updates to GIT 6.	TBD	Mar. 2019 June 2019 Sep. 2019 Dec. 2019
Work Theme #3: GIT 6 Administration				
3.1	Governance Document	Publish current Governance Document at more prominent site on Chesapeakebay.net	Dave Goshorn	January 2019
		Maintain running log of suggested edits to current Governance Document.	Emily Freeman	Ongoing
		Design and implement approach to ensure that current Governance Document is updated no later than September, 2020	Dave Goshorn, Carin Bisland	September 2019
3.2	GIT 6 Membership	Present criteria for membership to MB, per Governance Document protocols.	Dave Goshorn, Carin Bisland	January 2019