**Figure 1: Updating Existing Indicators**
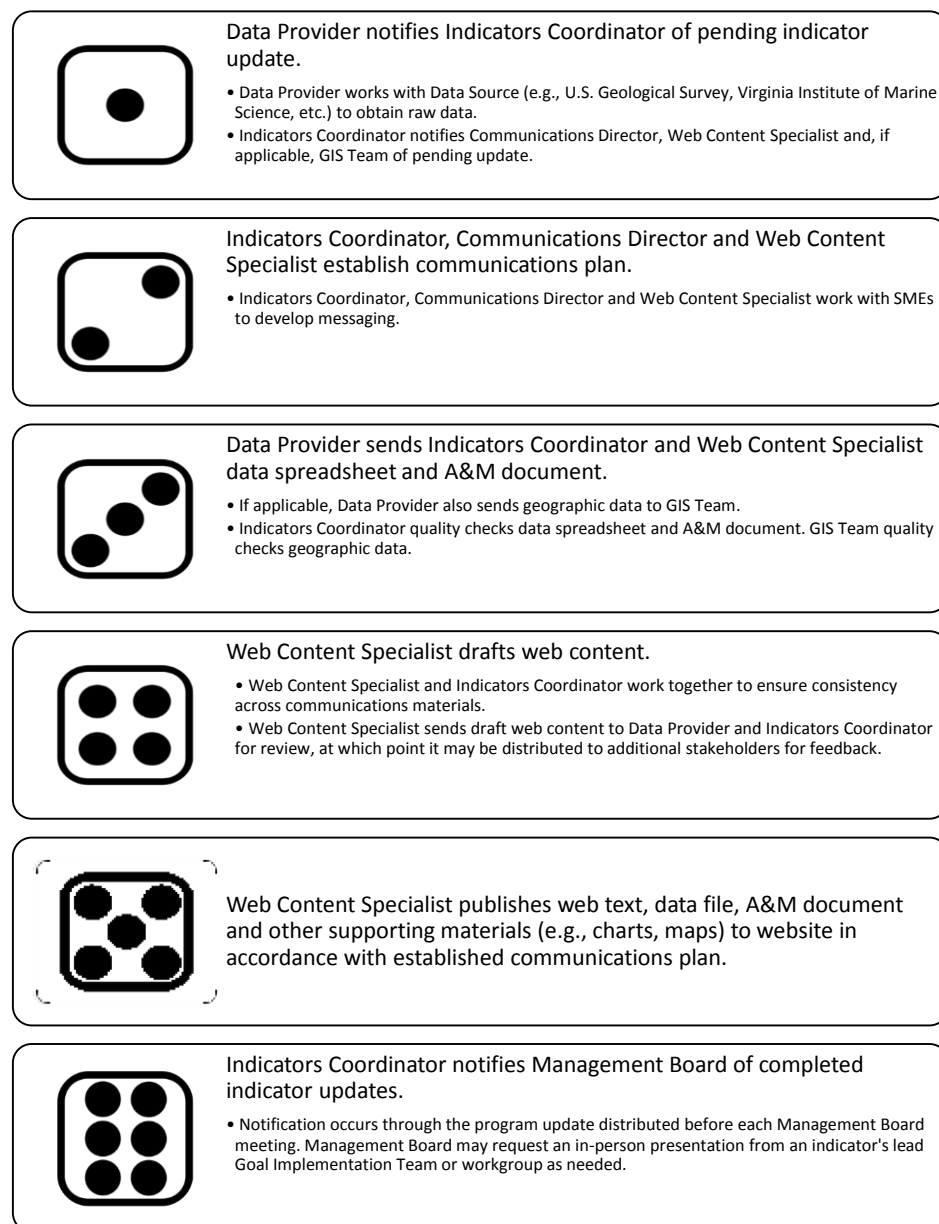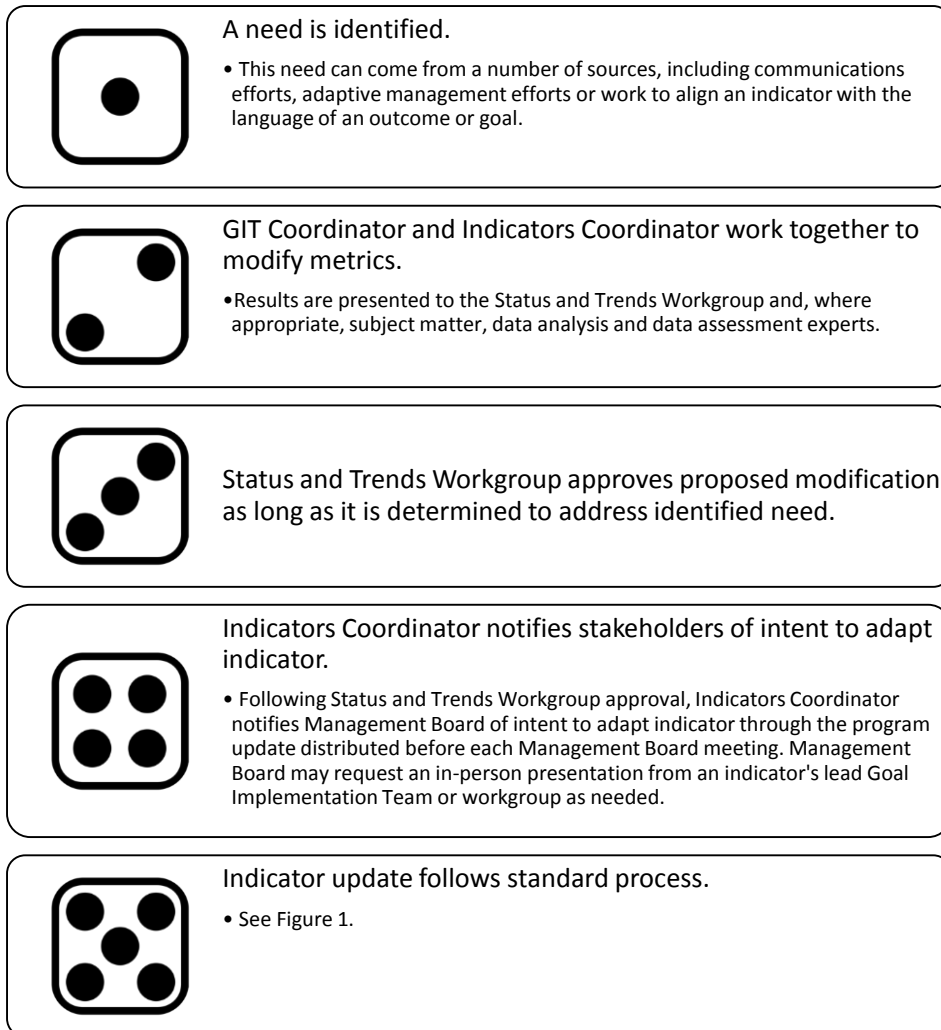
Data Provider notifies Indicators Coordinator of pending indicator update.

• Data Provider works with Data Source (e.g., U.S. Geological Survey, Virginia Institute of Marine Science, etc.) to obtain raw data.
• Indicators Coordinator notifies Communications Director, Web Content Specialist and, if applicable, GIS Team of pending update.

Indicators Coordinator, Communications Director and Web Content Specialist establish communications plan.

• Indicators Coordinator, Communications Director and Web Content Specialist work with SMEs to develop messaging.

Data Provider sends Indicators Coordinator and Web Content Specialist data spreadsheet and A&M document.

• If applicable, Data Provider also sends geographic data to GIS Team.
• Indicators Coordinator quality checks data spreadsheet and A&M document. GIS Team quality checks geographic data.

Web Content Specialist drafts web content.

• Web Content Specialist and Indicators Coordinator work together to ensure consistency across communications materials.
• Web Content Specialist sends draft web content to Data Provider and Indicators Coordinator for review, at which point it may be distributed to additional stakeholders for feedback.

Web Content Specialist publishes web text, data file, A&M document and other supporting materials (e.g., charts, maps) to website in accordance with established communications plan.

Indicators Coordinator notifies Management Board of completed indicator updates.

• Notification occurs through the program update distributed before each Management Board meeting. Management Board may request an in-person presentation from an indicator's lead Goal Implementation Team or workgroup as needed.

**Figure 2: Adapting Existing Indicators**

### A need is identified.
• This need can come from a number of sources, including communications efforts, adaptive management efforts or work to align an indicator with the language of an outcome or goal.

### GIT Coordinator and Indicators Coordinator work together to modify metrics.
•Results are presented to the Status and Trends Workgroup and, where appropriate, subject matter, data analysis and data assessment experts.

### Status and Trends Workgroup approves proposed modification as long as it is determined to address identified need.

### Indicators Coordinator notifies stakeholders of intent to adapt indicator.
• Following Status and Trends Workgroup approval, Indicators Coordinator notifies Management Board of intent to adapt indicator through the program update distributed before each Management Board meeting. Management Board may request an in-person presentation from an indicator's lead Goal Implementation Team or workgroup as needed.

### Indicator update follows standard process.
• See Figure 1.

**Figure 3: Establishing New Indicators**

Goal Implementation Team Coordinator identifies and presents a monitoring, tracking, or adaptive management need to the Status and Trends Workgroup.

• Workgroup discusses need at monthly meeting.
• Workgroup recommends a path forward and offers assistance where appropriate.

Indicators Coordinator works with GIT or Workgroup Coordinator to identify metrics and indicator(s) to meet need.

• The Status and Trends Workgroup and other experts within and outisde of the Chesapeake Bay Program partnership (including the Integrated Monitoring Networks Workgroup) may provide feedback and support where needed.

Status and Trends Workgroup approves new indicator.

• 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).
• 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).

Indicators Coordinator notifies stakeholders of new indicator.

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

Indicator update follows standard process.

• See Figure 1.

**Notes on Recordkeeping**

The most recent data spreadsheets and Analysis and Methods (A&M) documents for each indicator are stored on SharePoint under the Web Team folder.

In an effort to clarify the "chain of custody" of the data that supports our indicators, the indicators editorial calendar includes space to list the data source (e.g., U.S. Geological Survey, Virginia Institute of Marine Science, etc.).