

Chesapeake Bay Program Office Support of the Strategy Review System- Recommendations for Adjustments Based on Process Mapping

Members of the Chesapeake Bay Program's Strategy Review System (SRS) Planning Team and Communications Team spent time in November to come to a common understanding about how the Chesapeake Bay Program Office currently supports the Strategy Review System. Participants made observations about pain points and key products and, as a result, suggested the following adjustments to internal CBPO support of this process. These adjustments will help maximize our capacity to support the SRS, increase accountability and buy-in across the partnership, ensure that the SRS flows more smoothly going forward, and allow us to achieve our vision of a streamlined process that runs on time.

Currently ...	We learned that ...	In the future ...	When will we implement this change?
We hold optional pre-brief meetings with cohorts.	Teams were using this meeting as their introduction to the SRS instead of coming with draft materials to get help where they were stuck.	We will hold "check-up" meetings with each cohort and clarify cohorts should come with draft materials so their questions can be reviewed during the meeting and addressed earlier in the process. We will need to communicate this expectation to the GITs and workgroups.	Beginning of 2 nd cycle
Mentors communicate dates and deadlines with Outcome leads.	Providing consistent information within existing meetings and available via an easily accessible place would be more efficient with everyone's time.	Each outcome or cohort will have a point of contact, but links, deadlines, and requirements will be available via ChesapeakeDecisions and shared at regular Coordinators and Staffers meetings. SRS Staff will lead a recurring agenda item at every Coordinator and Staffer meeting that contains: <ul style="list-style-type: none"> • Dates preparing for Quarterly Progress Meeting • Materials needed for Quarterly Progress Meeting • Link to most recent versions of Management Strategies and Work Plans • Schedule for revising Management Strategies and Work Plans When available, ChesapeakeDecisions will be used at this meeting.	Immediately for Coordinators and Staffers meetings; ChesapeakeDecisions expected at beginning of 2 nd cycle

For Discussion at Chesapeake Bay Program's December 11, 2018 GIT 6 Meeting

Cohorts send materials for the STAR presentation to the STAR staffer(s) only.	The Management Board staffer was not getting this information until materials were ready for distribution to Management Board and was crunched for time in creating the "consolidated requests" document.	Cohorts will send materials for the STAR practice session to both the STAR staffers and the Management Board staffer, so that the MB staffer can begin creating the "consolidated requests" document for Management Board.	Beginning of 2 nd cycle
We hold de-brief meetings with cohorts after their Quarterly Progress Meeting to confirm action items.	Providing this information through existing channels would be more efficient with everyone's time.	Instead of holding these meetings, we will use the process of distributing Management Board Actions and Decisions to confirm needed follow-up.	Beginning of 2 nd cycle
We did not have a clear protocol for extensions on Management Strategies and Work Plans.	There was confusion about how extensions were granted and agreed upon and what should be considered in granting extensions.	To request an extension, the GIT chair should email the GIT 6 Chair and Vice Chair with rationale for extension and the impact of the proposed timeline on GIT staff who may be currently staffing other outcomes at different places in the process.	Immediately
We create schedules for late documents ad hoc.	Staff were overloaded tracking existing schedules and new schedules created for extensions.	If a document is more than 3 business days late, the GIT 6 chair and Vice Chair will first consider whether its schedule can be aligned with that of the next cohort, instead of creating a new schedule to track.	Immediately
We rely on the Communications Team to upload Management Strategies and Work Plans (a) for public and signatory input and (b) as final.	The Communications staff had not needed to track the overall schedule of incoming documents and needed to fit quick turnaround requests into their existing work schedules.	The MB staffer, with their new ability to upload these documents to the website, will directly manage document uploads, reducing Communications staff workload and removing several steps in this process.	Immediately (action already taken)
We run the Communications Team review concurrently with public and signatory review.	Some Communications comments to improve readability in the Management Strategies and Work Plans needed to be vetted through the workgroup (which was not built into the schedule), resulting in confusion, extensions and rework.	Communications Team will have 10 business days before Management Strategies and Work Plans go up to do a "clean up" review, to ensure that their changes do not affect the substance of the documents.	Beginning of 2 nd cycle (need to develop new schedule)
There is no standard process for informing Management Board of any changes made as a result of comments made during public and signatory review.	The Management Board was interested in public and signatory input to our Management Strategies and Work Plans.	GIT chairs will be prepared to summarize input and changes to Management Strategies and Logic Tables/Work Plans when they are presented for acceptance at the Management Board meeting.	Immediately