

EXHIBIT C

Biscayne Bay Regional Restoration Coordination Team

SMALL GROUP INSTRUCTIONS

DUTIES OF EACH GOAL SMALL GROUP:

1. **FOLLOW STEP BY STEP, DO NOT PROCEED TO NEXT STEP UNTIL YOU HAVE FINALIZED THE STEP YOU ARE WORKING ON.**
2. **General Review:** Review the chart that contains the most current information on your Goal.
3. **Objectives:**
 - a. Ensure that each of your Objectives meets the following criteria: Objectives are SMART:
 - i. Specific
 - ii. Measureable
 - iii. Achievable
 - iv. Realistic
 - v. Have a Timetable
 - b. Use the worksheets provided to designate the time table for each Objective to each of your Sub Groups: Short Term, Medium or Long Term.
4. **Reporting Out:** Pick a person from your group who will report out on the list of Objectives and their time designations. Plan on reporting for no longer than 10 minutes.