# Engagement project title

# Background/context

<Why does engagement need to occur? Is it legislated/departmental policy? Relationship to other projects? Sensitivities?>

# Scope

<What is negotiable and not negotiable? What resources are needed? What is the timeframe?>

# Outline

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Stakeholder | Level of engagement and activity | When / timing | Responsible officer(s) | Intended outcome / key messages | Budget and resources | Progress | Feedback |
|  | Inform: e.g. posters, radio, community meetings.  Consult: e.g. interviews, small group discussions, focus groups.  Participate: e.g. discussions over time, focus group, workshops | Any deadlines, regular meeting schedules etc. | Lead officer |  | Include budget & physical / human resources required i.e. room, admin office etc. |  | How will you give feedback to the community? |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

# Evaluation

<How will you know if you are successful? >

Approval date: xx/xx/xxxx

Approved by: xxxxxxx

<Name>

<Position title>

<Business unit