



Granicus Resource Library

Community Engagement Briefing/Plan documents

June 2023

Option A (Condensed)

1. Project Name:

2. Department:

3. Project Manager:

Telephone/Ext:

1. Project Overview:

- [Provide a brief description of the engagement project and its objectives.]

2. Stakeholders:

- [Identify the key stakeholders involved in the project.]

3. Support Needed:

- [Specify the type of support required from the engagement team:]
 - Assistance in completing a community engagement plan.
 - Assistance in completing a stakeholder analysis.
 - Support in choosing the correct methods for engagement.
 - Help with organizing engagement activities.
 - Guidance in selecting communication channels.
 - Budget planning and resource allocation support
 - Other (please specify)
 - Data Analysis and Reporting
 - Engagement Hq project page development

4. Timeline:

- [Indicate the timeframe or deadline by which the support is needed.]

5. Expected Outcome:

- [Describe the desired outcome of the community engagement activity]

6. Additional Comments:

- [Include any additional comments or specific instructions related to the support request.]

Does this project have an allocated budget for engagement? **Y/N**

Option B

Community and Stakeholder Engagement Plan

1. **Project Name:**

2. **Department:**

3. **Project Manager:**

Telephone/Ext:

1. **Engagement Objectives:**

- Objective 1:
- Objective 2:
- Objective 3:

2. **Stakeholder Identification:**

• Stakeholder Group 1:

- Description:
- Level of Influence: Level of Impact:

• Stakeholder Group 2:

- Description:
- Level of Influence: Level of Impact:

• Stakeholder Group 3:

- Description:
- Level of Influence: Level of Impact:

3. **Stakeholder Analysis:**

• Stakeholder Group 1:

- Interests:
- Concerns:
- Potential Contributions:

• Stakeholder Group 2:

- Interests:
- Concerns:
- Potential Contributions:

• Stakeholder Group 3:

- Interests:
- Concerns:
- Potential Contributions:

4. **Communication Channels:**

	<ul style="list-style-type: none"> Channel 1: <ul style="list-style-type: none"> Description: Target Stakeholders:
	<ul style="list-style-type: none"> Channel 2: <ul style="list-style-type: none"> Description: Target Stakeholders:
	<ul style="list-style-type: none"> Channel 3: <ul style="list-style-type: none"> Description: Target Stakeholders:
5.	Engagement Activities:
	<ul style="list-style-type: none"> Activity 1: <ul style="list-style-type: none"> Description: Date/Time: Location: Expected Outcome:
	<ul style="list-style-type: none"> Activity 2: <ul style="list-style-type: none"> Description: Date/Time: Location: Expected Outcome:
	<ul style="list-style-type: none"> Activity 3: <ul style="list-style-type: none"> Description: Date/Time: Location: Expected Outcome:
6.	Timeline and Milestones:
	<ul style="list-style-type: none"> Milestone 1: <ul style="list-style-type: none"> Date: Description:
	<ul style="list-style-type: none"> Milestone 2: <ul style="list-style-type: none"> Date: Description:
	<ul style="list-style-type: none"> Milestone 3: <ul style="list-style-type: none"> Date: Description:
7.	Resources and Budget:
	<ul style="list-style-type: none"> Staffing:

- Materials and Supplies:
- Venue Hire:
- Technology and Tools:
- Budget Allocation:

8. Implementation and Feedback:

- Implementation Plan:
- Feedback Collection Methods:
- Feedback Analysis Process:
- Response and Resolution Mechanisms:

9. Documentation and Reporting:

- Documentation Plan:
- Reporting Frequency:
- Report Contents:
- Report Distribution:

10. Evaluation and Continuous Improvement:

- Evaluation Criteria:
- Lessons Learned:
- Improvement Actions:

Option C

1. Project details:

Lead Project Officer

Contact Phone Number

Service Unit

Director/Manager

Project Title:

Consultation Dates:

Project Timelines:

Date	Milestone

2. Background:**3. Engagement Objectives:****4. Project negotiables****5. Non-negotiables****6. Communications Objectives:****7. Key Messages/question's to be asked:****8. Engagement Risks:**

Risk	Mitigation

9. Methods of Engagement:

10.Communications Channels

Internal:

External:

11.Approval to proceed:

Option D

Project Name/Title: [Provide the name or title of the project]

Department/Project Manager: [Insert contact details]

Objective: [Describe the overall objective or purpose of the community engagement initiative]

Background: [Provide a brief background and context of the project or initiative]

Target Community: [Identify the specific community or communities that will be engaged]

Stakeholder Analysis: [Summarize the key stakeholders and their interests, concerns, and potential influence on the project]

Engagement Approach: [Describe the approach or strategy to engage the community, including the methods and channels that will be used]

Engagement Activities: [List the specific engagement activities planned, such as public meetings, workshops, online surveys, etc.]

Timeline: [Provide a timeline with key milestones and dates for the engagement activities]

Resources and Support Needed: [List the resources, budget, and support required for successful community engagement]

Roles and Responsibilities: [Specify the roles and responsibilities of team members involved in the engagement process]

Communication Plan: [Outline the communication plan, including the channels, frequency, and content of communication with the community]

Evaluation and Feedback Mechanisms: [Describe how feedback from the community will be collected, analysed, and utilised to improve the engagement process]

Legal and Ethical Considerations: [Highlight any legal or ethical considerations specific to the engagement process or project]

Next Steps: [Highlight the immediate next steps and assign responsibilities to team members]

Contact Information: [List the contact information of the project lead or responsible person for any inquiries or further information]

