**Basic Communication and Engagement Template**

| **When**  *Date(s) communication or engagement will take place* | **Who**  *People and groups you plan to communicate or engage with* | **Why**  *Purpose of your communication or engagement* | **What**  *Key messages or opportunities you want to communicate* | **How**  *Methods you will use to communicate or engage with people* | **Lead**  *Person responsible for communication or engagement activity* | **Status**  *Current position of planned activity* |
| --- | --- | --- | --- | --- | --- | --- |
| Click here to enter a date. |  | Choose an item. |  |  |  | Choose an item. |
| Click here to enter a date. |  | Choose an item. |  |  |  | Choose an item. |
| Click here to enter a date. |  | Choose an item. |  |  |  | Choose an item. |
| Click here to enter a date. |  | Choose an item. |  |  |  | Choose an item. |
| Click here to enter a date. |  | Choose an item. |  |  |  | Choose an item. |
| Click here to enter a date. |  | Choose an item. |  |  |  | Choose an item. |
| Click here to enter a date. |  | Choose an item. |  |  |  | Choose an item. |
| Click here to enter a date. |  | Choose an item. |  |  |  | Choose an item. |
| Click here to enter a date. |  | Choose an item. |  |  |  | Choose an item. |
| Click here to enter a date. |  | Choose an item. |  |  |  | Choose an item. |
| Click here to enter a date. |  | Choose an item. |  |  |  | Choose an item. |
| Click here to enter a date. |  | Choose an item. |  |  |  | Choose an item. |
| Click here to enter a date. |  | Choose an item. |  |  |  | Choose an item. |
| Click here to enter a date. |  | Choose an item. |  |  |  | Choose an item. |
| Click here to enter a date. |  | Choose an item. |  |  |  | Choose an item. |
| Click here to enter a date. |  | Choose an item. |  |  |  | Choose an item. |
| Click here to enter a date. |  | Choose an item. |  |  |  | Choose an item. |
| Click here to enter a date. |  | Choose an item. |  |  |  | Choose an item. |
| Click here to enter a date. |  | Choose an item. |  |  |  | Choose an item. |
| Click here to enter a date. |  | Choose an item. |  |  |  | Choose an item. |
| Click here to enter a date. |  | Choose an item. |  |  |  | Choose an item. |