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**Community Engagement**

**Planning Templates**

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**Template 1**

**Clarifying and defining your overall project objectives**

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| **Outline your project objectives** |
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| **What are the overall goals for the project?** |
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| **What are the major assumptions and requirements for the project (refer to your Evaluation Plan for your project if developed)?** |
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| **What are the specific deliverables for your project?** |
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| **What are the key responsibilities of the project and how do these relate to the Community Engagement Plan?** |
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| **What decisions have already been made that will affect the development of the Community Engagement Planning process?** |
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| **What aspects of this situation are negotiable or not negotiable? (e.g. legislation, policy, etc.)** |
|  |

**Template 2**

**Your Mind Map**

When you have completed your Mind Map use an \* to identify the citizens and stakeholders who are:

1. Crucial to implementing your project objective and
2. Who will make or implement the intended outcomes or take action in the process

**Template 3**

**Deﬁning Citizens and Stakeholders**

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| **List citizens or stakeholders**  (revisit your mind map and ensure you include those you noted with an \*) | **What are their values and needs?** |
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| 15. |  |

**Template 4**

**Citizens and stakeholder relationship to the project**

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| **1. Citizen and**  **Stakeholder Groups**  (Translate this information from Template 3 to here and column 1 from Template 6 – Your Community Engagement Plan. | **2.Needs at stake in relation to project** | **3. Effect on the final outcomes of the project** | **4. Importance of citizens and stakeholders for success of project currently** | **5. Degree of influence of stakeholder over project**  U, 1, 2, 3, 4 or 5 | |
|  |  | U, 1, 2, 3, 4 or 5 | U, 1, 2, 3, 4 or 5 | Current | Future |
| e.g. Project team | Project deliverables and milestones | + | 5 | 4 | 5 |
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| **Legend**: **U** = unknown; **1** = little/no importance/influence; **2** = some importance/influence; **3** = moderate importance/influence; **4** = important/significant; **5** = critical | | | | | |

**Template 5**

**Potential Community Engagement Project Team**

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| **If you have an overall Project Team, who could potentially be involved in a specific Community Engagement Project Team?** |
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| **If you don’t have an overall Project Team, list people who you could consider for involvement in a specific Community Engagement Project Team?** |
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| **Which citizen and stakeholder groups are included in the team?** |
|  |
| **List any additional stakeholders that could be included in a specific Community Engagement Project Team, or in the activities you are undertaking to ensure adequate inclusion?** |
|  |

**Template 6**

**Your Community Engagement Plan**

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| --- |
| **Engagement Plan Title**: |
| **Project Objectives**:  1.  2.  3.  4.  5. |

| **1. List citizens and stakeholders** | **2. Which project objectives (1-5) relate to which citizen and stakeholders** | **3. Purpose of Engagement**  **(Information, Consultation, Active Participation)** | **4. Suite of Tools** | **5. Resources**  **($, FTEs, purchase expertise, people, skills, equipment)** | **6. Who is responsible (delegation)?** | **7. When will it start and finish?** | **8. How and when will you report?** |
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**Template 7**

**Action Plan**

Use this Action Plan Template to pull all the actions from the earlier Templates

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| **Action** | **Who** | **When** | **Resources required** |
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