**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* |
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