Engagement Overlay

- Key
- Plan and prepare Equity and inclusion
- Communication
- **Q** Monitor and evaluate
- ★ Deliver engagement ✓ Sign off

- 0 Strategic Definition
- 1

Preparation and Briefing









Spatial C'oordination





Technical Design



5

Manufacturing and Construction



Handover





Use



- Prepare Preliminary Engagement Plan; Outcomes to inform project
- Assess engagement lead requirement
- Prepare risk assessment relate to **Engagement Outcomes**
- Appraise potential impact on protected
- Consider Plan of Use Strategy
- Link to communication strategy
- Complete stage sign-off process
- Appoint Engagement Lead
- Review Preliminary Engagement Plan
- Develop and update Engagement Plan
- Consider Plan of Use
- Identify budget and programme
- Q Monitor engagement programme, budget and engagement project risks
- Client and design team understands value of engagement.
- Complete stage sign-off process
- Ensure participants clear understanding of
- Confirm data protection and consent
- Commence Engagement Programme
- Agree Plan of Use strategy
- **Q** Review and update Engagement Plan
- Link to communication strategy
- **Q** Monitor programme, budget and engagement project risks
- Complete stage sign-off process; option with participants and stakeholders
- Ensure participants clear understanding of
- Review and update the Engagement Plan
- Share Engagement Outcomes to stakeholders and participants
- Q Monitor engagement programme, budget and engagement project risks
- Link to communication strategy
- Complete stage sign-off process; option with participants and stakeholders
- Ensure clear understanding of process
- **Q** Review and update the Engagement Plan
- Review, contribute to Plan of Use
- Q Link, reconfirm communication strategy
- Q Monitor programme, budget and engagement project risks
- Construction team understand value of engagement.
- Complete stage sign-off process; option with participants and stakeholders
- Ensure clear understanding of process
- Implement Plan of Use
- Communicate regularly to stakeholders about planned activity
- ★ Involve Stakeholders in launch
- **Q** Proactively address outstanding concerns
- **Q** Review Project Risks
- Link with communication strategies
- Complete stage sign-off process; option with participants and stakeholders
- Ensure clear understanding of process
- **Q** Evaluate project performance regarding engagement process
- Q Gather feedback via Post Occupancy Evaluation (POE) from stakeholders
- Assess the success and effectiveness of engagement with teams and participants
- Q Conduct a "lessons learnt" assessment; include outcomes in the OMM
- Complete stage sign-off process; option with participants and stakeholders
- Ensure clear understanding of process
- Q Concluded POE outcomes reviewed
- Annually review end-user needs
- Q Implement and adaptively maintain the maintenance and management plan
- **Q** Establish feedback mechanism to continuously evaluate and improve performance
- Commence Stage O for new proposals triggering additional work

