# Stakeholder Management and Communication Plan

The following stakeholder management and communication plan identifies key stakeholders that the NDEC Project at enter site name will engage and how they will be communicated with. It is anticipated that, as the project progresses, communication needs will change. Therefore, the plan is a living document and is subject to change.

The following groups have been identified as likely key stakeholders for the project.

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| Stakeholder | Engagement | Purpose | Message | Tools / Medium | Timing | Responsible officer |
| LHD Executive enter specific title | High | LHD authorising sponsor | Project status (detailed)  Project ownership  NDEC promotion  Resource needs  All aspects requiring formal endorsement  Achievement of aims and objectives  Risks / issues identification & mitigation | Face to face  Telephone / email as required  Reports | Enter agreed time frame | enter specific title / role |
| LHD Board | High | LHD governing body | Project ownership  NDEC promotion  Achievement of aims and objectives  Risks / issues identification & mitigation | Face to face  Reports | Enter agreed time frame | enter specific title / role |
| Local Health Advisory Committee / Board | High | Local governing body | Project ownership  NDEC promotion  All aspects requiring formal endorsement  Achievement of aims and objectives  Risks / issues identification & mitigation | Face to face  Reports | Enter agreed time frame | enter specific title / role |
| Implementation team | Very high | NDEC site champions  Primary group for implementation of NDEC | Project status (detailed)  Project ownership  NDEC promotion  Resource needs  All aspects requiring formal endorsement  Achievement of aims and objectives  Risks / Issues  Implementation strategy and progress | Face to face  Meetings – video / teleconference & WebEx  Telephone & email | Formal meetings weekly during implementation  Telephone and email as required | Implementation team lead / team chairperson |
| Site network director  enter specific title | High | Clinical lead for NDEC implementation | Project status (detailed)  Project ownership  NDEC promotion  Resource needs  All aspects requiring formal endorsement  Achievement of aims and objectives  Risks / issues identification & mitigation | Face to face  Telephone / email as required  Reports | Enter agreed time frame | enter specific title / role |
| Local General Practitioners | Very high | Key targets,  local project champions and / or agents at site specific implementation level | Project status (detailed)  Project ownership  NDEC promotion  Resource needs  All aspects requiring formal endorsement  Achievement of aims and objectives  Risks / issues identification & mitigation | Face to face  Meetings / forums  Reports | Enter agreed time frame | enter specific title / role |
| Facility nursing staff | Very high | Key targets,  local project champions and / or agents at site specific implementation level | Project status (detailed)  Project ownership  NDEC promotion  Resource needs  Achievement of aims and objectives  Risks / issues identification & mitigation | Face to face  Meetings / forums  Reports | Enter agreed time frame | enter specific title / role |
| Site health service manager | Very high | Key targets,  local project champions and / or agents at site specific implementation level | Project status (detailed)  Project ownership  NDEC promotion  Resource needs  Achievement of aims and objectives  Risks / issues identification & mitigation | Face to face  Meetings / forums  Reports | Enter agreed time frame | enter specific title / role |
| Stakeholder | Engagement | Purpose | Message | Tools / Medium | Timing | Responsible officer |
| Other facility staff (including non-clinical staff) | High | Indirect stakeholders, clinician specialists (allied health) etc. | NDEC promotion  Achievement of aims and objectives  Risks / issues identification & mitigation | Face to face  Reports | Enter agreed time frame | enter specific title / role |
| LHD CNC / NE / CNE groups | Very high | Local project champions. Likely auditors and / or local education and competency assessment facilitators / coordinators | Project status (detailed)  Project ownership  NDEC promotion  Resource needs  Achievement of aims and objectives  Risks / issues identification & mitigation | Face to face  Meetings / forums  Reports | Enter agreed time frame | enter specific title / role |
| Key community groups (RSL / CWA etc) **\*** | High consider specific group needs | Community communication / promotion vehicle | Project status (if requested)  NDEC promotion  Risks / issues mitigation | Flyers  Face to face | Enter agreed time frame | enter specific title / role |
| Local media | High | Community communication / promotion vehicle | NDEC promotion  Risks / issues mitigation | Flyers  Face to face  Media releases | Enter agreed time frame | enter specific title / role |
| ECI | High | State endorsing body for NDEC and support agency as required | Project status (detailed)  Achievement of aims and objectives  Deliverables  Risks / Issues  Implementation strategy and progress | Face to face  Reports  Meetings (video / teleconference & WebEx)  Telephone & email  Presentations  ECI website  Reports | Enter agreed time frame | enter specific title / role |
| Add additional as required by local context |  |  |  |  |  |  |
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\*Consider individualised strategy for each key community group