

# Consultation plan: key stages and activities

Weeks 0-10	Weeks 11-25	Weeks 23-37
<b>Pre-consultation Planning (Step 3a)</b>	<b>Consultation (Step 3c)</b>	<b>Post-consultation</b>
<ul style="list-style-type: none"> <li>• Agree scope/mandate</li> <li>• Stakeholder identification and mapping</li> <li>• Approach planning</li> <li>• Equalities Analysis (initial)</li> <li>• Materials preparation</li> <li>• Communications plan</li> <li>• Risk assessment</li> </ul>	<ul style="list-style-type: none"> <li>• Media launch</li> <li>• Publish materials and website</li> <li>• Consultation events</li> <li>• Media monitoring and response</li> <li>• FAQs and enquiry handling</li> </ul> <p style="text-align: center;"><b>Consultation Mid-point review</b></p> <ul style="list-style-type: none"> <li>• Adjusted consultation plan</li> <li>• Revised events/activities</li> </ul> <p style="text-align: right;"><b>Consultation Closing review</b></p> <ul style="list-style-type: none"> <li>• Specific additional engagement/research</li> </ul>	<ul style="list-style-type: none"> <li>• Review and summary of key issues (Step 3d)</li> </ul> <p style="text-align: right;"><b>Consultation feedback report developed</b></p> <p style="text-align: right;"><b>Change Sponsor Decision Response published (Step 4a)</b></p>

Step 3B Gateway

Consultation Mid-point review

Consultation Closing review

Consultation feedback report developed

Change Sponsor Decision Response published (Step 4a)