

### Phase 1: Planning Context & Design Foundations

<b>1.1</b>	<b>Engagement Planning Workshop (with project team)</b>
1.1.1	background review (of LAP work to date, other resources, etc.)
1.1.2	facilitate workshop to plan the "what, when, who & how" of engagement
1.1.3	prepare notes from workshop
<b>1.2</b>	<b>Communications &amp; Engagement Strategy</b>
1.2.1	draft plan (including timeline, key messages, etc)
1.2.2	finalize plan
<b>1.3</b>	<b>Public, Interest-holder and Intergovernmental/Agency Interviews</b>
1.3.1	coordination & preparation for interviews/meetings
1.3.2	facilitation (assumes 10)
1.3.3	summary of interview notes and key takeaways

### Phase 2: Key Directions & Concept Plan(s)

<b>2.1</b>	<b>Public Open House / Pop-Up</b>
2.1.2	coordinate open house logistics and preparations
2.1.3	facilitate event (includes travel)
<b>2.2</b>	<b>Virtual Engagement</b>
2.2.1	develop public survey & other online engagement tools through Social Point
<b>2.3</b>	<b>Follow-Up w/ Public, Interest-holder and Intergovernmental/Agencies</b>
2.3.1	coordination of meeting
2.3.2	preparation of materials
2.3.3	facilitation of meeting
<b>2.4</b>	<b>Analysis and Reporting</b>
2.4.1	analysis of all feedback in phase 2
2.4.2	draft engagement summary
2.4.3	final engagement summary

### Phase 3: Refinement & Draft Plan

<b>3.1</b>	<b>Virtual Engagement</b>
3.1.1	develop short form survey for comments/feedback on draft plan
<b>3.2</b>	<b>Follow-Up w/ Public, Interest-holder and Intergovernmental/Agencies</b>
3.2.1	coordination of meeting
3.2.2	preparation of materials
3.2.3	facilitation of meeting
<b>3.3</b>	<b>Engagement Analysis &amp; Reporting</b>
3.3.1	analyze feedback from phase 3
3.3.2	Prepare a short summary of final comments/recommendations to support plan refinement

### Project Management

	<b>Regular Project Meetings</b>
	<b>Project Admin (project setup, invoicing, processing expenses and</b>