

St Mary's Communication and Engagement Plan

Project Lead	Rob Brown (RB)
Project Management	Johanna Wallwork(JW), Keith Fernay(KF)
Communication Lead	Richard Beard (RBe)
Administration Support	Mariusz Przybytek (MP)
Support Outside Team	Lucy Brand (LB) - E Communications Manager

Aim	To engage with and inform affected teams to improve the process and experience of transition.
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Objectives	To provide team members with the information they require to understand and engage with the transition process through existing and new channels.
	To ensure team leads are engaged with the necessary logistical processes.

Approaches (existing)	<ul style="list-style-type: none"> ▪ All staff infomail 	RBe
Approaches (new)	<ul style="list-style-type: none"> ▪ Establish project named contact for each team 	JW/KF
	<ul style="list-style-type: none"> ▪ Team leader meetings and contact (at need) 	JW/KF
	<ul style="list-style-type: none"> ▪ Monthly e-mail updates (team, team lead and division lead) 	RBe
	<ul style="list-style-type: none"> ▪ Team meeting presentations (at need) 	RBe
	<ul style="list-style-type: none"> ▪ St Mary's Intranet page 	RBe/LB
	<ul style="list-style-type: none"> ▪ (Other contact as required) 	All
Additional Tools	<ul style="list-style-type: none"> ▪ St Mary's department lead contact list 	RBe/MP
	<ul style="list-style-type: none"> ▪ Comments and contacts tracker 	RBe/MP

Aim	To keep local residents and the wider community aware of the developments in the project
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Approaches (existing)	<ul style="list-style-type: none"> ▪ Hospital Liaison Group 	RBe
	<ul style="list-style-type: none"> ▪ Public and Patient Design Panel 	RBe
	<ul style="list-style-type: none"> ▪ 3Ts Website 	RBe
	<ul style="list-style-type: none"> ▪ Social Media 	RBe
Approaches (new)	<ul style="list-style-type: none"> ▪ Press releases (at need) 	RBe
	<ul style="list-style-type: none"> ▪ Inclusion in next stage of community engagement programme (in development) 	RBe

