

Involvement planning template

Project Name	
Project Lead and email address	
Today's date	
What are you planning to do?	
Why are you doing it?	
Project Overview	
<p>Please give an outline below of the project using the questions below as prompts</p> <ul style="list-style-type: none">• <i>What the project is about and key objectives.</i>• <i>What is the project aiming to achieve and why this is a priority?</i>• <i>Who are the partner organisations working with you as part of this project?</i>	

What do you want to ask the public/stakeholders about? What can they influence?

- *What can local people and communities influence and what is fixed?*
- *Which populations, communities and people with lived experience are most likely to be affected and/or interested?*
- *Why do you want to engage people now?*
- *Is there anything out of scope or pre-determined?*

When does this project need to be completed by and when does a decision need to be made?

Do you have a budget for engagement? Yes/No

If yes, please specify your budget

Existing Insights

Please outline what you already know, thinking about:

- Local population needs - look at Joint Strategic Needs Assessments
- Service level data: who is accessing the service and how isn't
- Patient / user experience data such as PALS, complaints, Friends and Family test feedback
- Insights from previous engagement work including from partner organisations - talk to the involvement team
- Insight from Healthwatch

- Insight from initial Equality Impact Assessment

Who do you want to hear from/reach? Think about

- Members of the public
- Specific communities
- People with lived experience
- Carers

Please outline below:

Please email this form to necsu.icb.involvement@nhs.net