Ref	Audience	Tier Level	Tier level (no)	Date	Communication Type	Name/Title of Communication	Communication Goal(s)	Responsibility	Engagement Outcomes	Engagement level (Interest)	Impact level	Status (choose)	Resources required	Costs (if applicable)	Comments (concerns/questions)	Comments actioned?	RAG Status
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Status

Complete	Tasks that have been completed – please try to update the 'outcomes' section
Ongoing	Tasks that are in progress
Not Started	Tasks that are not due to be started yet
Delayed	Tasks that have been delayed and may require particular attention

Tier levels

Tier 1	Very high level of interest and influence
Tier 2	High level of interest and influence
Tier 3	Medium level of interest and influence
Tier 4	Low level of interest and influence

Engagement level

Low level of interest	16
Medium level of interest	8
High level of interest	4
Very high level of interest	2

Engagement

			Very high level of interest	High level of interest	Medium level of interest	Low level of interest
Tier	Tier 4	1	2	4	8	16
	Tier 3	2	4	8	16	32
	Tier 2	3	6	12	24	48
	Tier 1	4	8	16	32	64