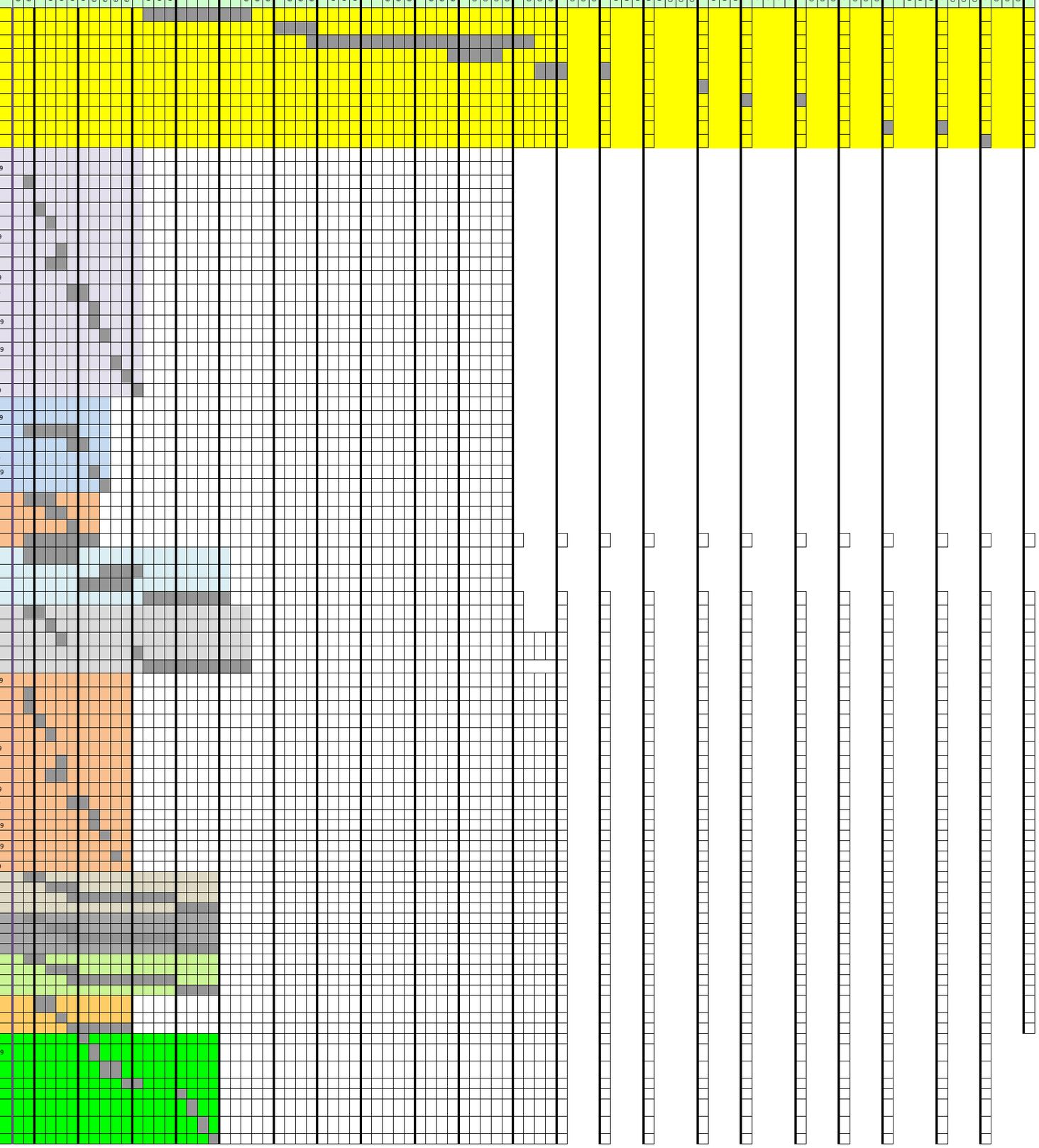
Date: 15/03/2019

Category	Who	Start	Task	Notes	End
Key Milestone	N/A	Mon-10-Jun-19	Initial public engagement	10 weeks	Fri-16-Aug-19
Key Milestone	N/A	Mon-2-Sep-19	Initial direction from Board on content of BMP		Fri-27-Sep-19
Key Milestone	N/A	Fri-27-Sep-19	Prepare draft BMP and cost/benefit analysis		Fri-14-Feb-20
Key Milestone	N/A	Thu-26-Dec-19	Summer awareness and public engagement programme		Fri-24-Jan-20
Key Milestone	N/A	Mon-17-Feb-20	Approve draft BMP and cost/benefit analysis for public feedback	Assume 2 - 3 workshops	Fri-17-Apr-20
Key Milestone	N/A	Mon-18-May-20	Seek public feedback on draft BMP	6 weeks	Fri-26-Jun-20
Key Milestone	N/A	Mon-29-Jun-20	Prepare reports and organise for hearings		Fri-21-Aug-20
Key Milestone	N/A	Mon-7-Sep-20	Hearings and deliberations	Assume 2 weeks max for hearings then straight into deliberations of 1	Fri-25-Sep-20
Key Milestone	N/A	Mon-28-Sep-20	Finalise BMP	Tidyning up BMP after deliberations	Fri-20-Nov-20
Key Milestone	N/A	Tue-1-Dec-20	Approve BMP		Sun-20-Dec-20
Consultation doc (Auriole lead)	Ben L	Mon-11-Mar-19	Content to Board for approval (english only)		Fri-22-Mar-19
Consultation doc (Auriole lead)	Auriole R	Mon-18-Mar-19	Prepare draft brief for contract		Wed-27-Mar-19
Consultation doc (Auriole lead)	TSG and Board	Thu-28-Mar-19	Review brief for contract		Fri-29-Mar-19
Consultation doc (Auriole lead)	Auriole R	Mon-1-Apr-19	Finalise brief for contract		Wed-3-Apr-19
Consultation doc (Auriole lead)	Board	Wed-3-Apr-19	Board approval of brief	Assume approval has been delegated	Fri-5-Apr-19
Consultation doc (Auriole lead)	Auriole R	Mon-8-Apr-19	Get 3 x quotes		Fri-12-Apr-19
Consultation doc (Auriole lead)	TSG	Mon-15-Apr-19	Initial assessment of proposals and reccomendation		Wed-17-Apr-19
Consultation doc (Auriole lead)	Board	Wed-17-Apr-19	Board approval of consultant		Fri-19-Apr-19
Consultation doc (Auriole lead)	Auriole R	Mon-8-Apr-19	Preperation of contract		Fri-19-Apr-19
Consultation doc (Auriole lead)	Board	Mon-22-Apr-19	Signing of contract		Wed-24-Apr-19
Consultation doc (Auriole lead)	Consultant	Wed-24-Apr-19	Consultant prepares draft for TSG and Board (english only version)		Wed-8-May-19
Consultation doc (Auriole lead)	TSG and Board	Wed-8-May-19	Feedback from TSG and Board		Fri-10-May-19
Consultation doc (Auriole lead)	To be confirmed	Wed-8-May-19	Translation of content to Maori		Wed-15-May-19
Consultation doc (Auriole lead)	Consultant	Wed-15-May-19	Final ready for signoff		Fri-17-May-19
Consultation doc (Auriole lead)	Auriole R	Mon-20-May-19	Board sign-off		Wed-22-May-19
Consultation doc (Auriole lead)	Consultant	Wed-22-May-19	Final tweaks (e.g. insertion of venue details) and send for printing and maildrop		Fri-24-May-19
Consultation doc (Auriole lead)	Mail drop company	Mon-27-May-19	Printing and mail drop organisation		Fri-31-May-19
Consultation doc (Auriole lead)	Auriole R	Wed-5-Jun-19	Mail drop		Wed-12-Jun-19
RFP - BMP preperation (Ben lead)	Ben L	Mon-11-Mar-19	Draft RFP to Board for approval		Fri-22-Mar-19
RFP - BMP preperation (Ben lead)	Ben L	Mon-25-Mar-19	Finalise RFP		Wed-27-Mar-19
RFP - BMP preperation (Ben lead)	Ben L	Thu-28-Mar-19	Advertise RFP	4 weeks	Fri-26-Apr-19
RFP - BMP preperation (Ben lead)	TSG	Fri-26-Apr-19	Initial assessment of proposals and reccomendation		Fri-3-May-19
RFP - BMP preperation (Ben lead)	Board	Mon-6-May-19	Board approval of consultant	Assume approval has been delegated	Wed-8-May-19
RFP - BMP preperation (Ben lead)	Ben L	Thu-9-May-19	Preperation of contract		Wed-15-May-19
RFP - BMP preperation (Ben lead)	Ben L	Wed-15-May-19	Signing of contract		Fri-17-May-19
Online feedback (Ben lead)	Ben L and Debbie W	Mon-25-Mar-19	Prepare draft online feedback form and email address		Fri-12-Apr-19
Online feedback (Ben lead)	TSG	Fri-12-Apr-19	TSG review of online form and email address		Fri-19-Apr-19
Online feedback (Ben lead)	Ben L and Debbie W	Mon-22-Apr-19	Finliase online form and email address		Fri-26-Apr-19
Online feedback (Ben lead)	Rachel K	Mon-25-Mar-19	Set up process and database for receiving online feedback		Fri-10-May-19
Radio (Auriole lead)	Auriole R	Mon-25-Mar-19	Prepare phase 1 key messages sheet for Chairman going on radio	Phase 1 = pre engagament period	Fri-26-Apr-19
Radio (Auriole lead)	Chairman	Mon-13-May-19	Phase 1 radio appearances by Chairman		Fri-7-Jun-19
Radio (Auriole lead)	Auriole R	Wed-1-May-19	Prepare phase 2 messages sheet for Chairman going on Radio	Phase 2 = during engagement period	Fri-31-May-19
Radio (Auriole lead)	Chairman	Mon-10-Jun-19	Phase 2 radio appearances by Chairman		Fri-2-Aug-19
1 -on-1 meetings (Ben L lead)	Ben L	Mon-25-Mar-19	Prepare draft letter and stakeholder list		Fri-5-Apr-19
1-on-1 meetings (Ben L lead)	TSG	Mon-8-Apr-19	TSG review of letter and stakeholder list		Fri-12-Apr-19
1 -on-1 meetings (Ben L lead)	Ben L	Mon-15-Apr-19	Finalise letter and stakeholder list		Fri-19-Apr-19
1-on-1 meetings (Ben L lead)	Ben L	Mon-3-Jun-19	Letters sent		Fri-7-Jun-19
1 -on-1 meetings (Ben L lead)	Consultant	Mon-10-Jun-19	Meetings		Fri-16-Aug-19
Website (Auriole lead)	Auriole R	Mon-18-Mar-19	Prepare draft brief for contract		Wed-27-Mar-19
Website (Auriole lead)	TSG and Board	Wed-27-Mar-19	Review brief for contract		Fri-29-Mar-19
Website (Auriole lead)	Auriole R	Fri-29-Mar-19	Finalise brief for contract		Wed-3-Apr-19
Website (Auriole lead)	Board	Wed-3-Apr-19	Board approval of brief	Assume approval has been delegated	Fri-5-Apr-19
Website (Auriole lead)	Auriole R	Mon-8-Apr-19	Get 3 x quotes		Fri-12-Apr-19
Website (Auriole lead)	TSG	Mon-15-Apr-19	Initial assessment of proposals and reccomendation		Wed-17-Apr-19
Website (Auriole lead)	Board	Wed-17-Apr-19	Board approval of consultant		Fri-19-Apr-19
Website (Auriole lead)	Auriole R	Mon-8-Apr-19	Preperation of contract		Fri-19-Apr-19
Website (Auriole lead)	Board	Mon-22-Apr-19	Signing of contract		Wed-24-Apr-19
Website (Auriole lead)	Consultant	Wed-24-Apr-19	Consultant prepares draft for TSG and Board (english only version)		Wed-8-May-19
Website (Auriole lead)	TSG and Board	Wed-8-May-19	Feedback from TSG and Board		Fri-10-May-19
Website (Auriole lead)	Consultant	Wed-8-May-19	Translation of content to Maori		Wed-15-May-19
Website (Auriole lead)	Consultant	Wed-15-May-19	Final version ready for signoff		Fri-17-May-19
Website (Auriole lead)	Board	Mon-20-May-19	Board sign-off		Wed-22-May-19
Website (Auriole lead)	Consultant	Wed-22-May-19	Final tweaks (e.g. insertion of venue details)		Fri-24-May-19
Website (Auriole lead)	Consultant	Mon-27-May-19	Go live		Tue-28-May-19
Community drop in events (Robyn lead)	Robyn	Mon-25-Mar-19	Canvas TSG for suitable venues and times		Fri-5-Apr-19
Community drop in events (Robyn lead)	Robyn	Mon-8-Apr-19	Confirm venues and times		Fri-26-Apr-19
Community drop in events (Robyn lead)	Robyn	Fri-26-Apr-19	Orgnaise materials etc for events		Fri-28-Jun-19
Community drop in events (Robyn lead)	TSG and Board	Mon-1-Jul-19	Hold community drop in events		Fri-26-Jul-19
Public events (Robyn lead)	Robyn	Mon-25-Mar-19	Canvas TSG for suitable events		Fri-5-Apr-19
Public events (Robyn lead)	Robyn	Mon-8-Apr-19	Confirm events		Fri-26-Apr-19
Public events (Robyn lead)	Robyn	Fri-26-Apr-19	Orgnaise materials etc for events		Fri-28-Jun-19
Public events (Robyn lead)	TSG and BMP consultant	Mon-1-Jul-19	Atend events		Fri-26-Jul-19
Hui (TSG iwi members lead)	TSG iwi members	Mon-25-Mar-19	Canvas venues and times		Fri-5-Apr-19
Hui (TSG iwi members lead)	TSG	Mon-8-Apr-19	Confirm venues and times for hui		Fri-26-Apr-19
Hui (TSG iwi members lead)	Robyn and Ben	Fri-26-Apr-19	Orgnaise materials etc for hui		Fri-28-Jun-19
Hui (TSG iwi members lead)	TSG and BMP consultant	Mon-1-Jul-19	Atend hui		Fri-26-Jul-19
Consultation collateral (e.g. banners) (Auriole lead)	Auriole R	Mon-1-Apr-19	Prepare draft list of consultation collateral (in consultation with NRC communciations team)		Fri-12-Apr-19
Consultation collateral (e.g. banners) (Auriole lead)	TSG	Mon-15-Apr-19	TSG to review list of consultation collateral		Fri-19-Apr-19
Consultation collateral (e.g. banners) (Auriole R)	Auriole R	Mon-22-Apr-19	Source consultation collateral		Fri-31-May-19
Media releases (Auriole lead)	Auriole R	Wed-1-May-19	Prepare draft media release no. 1 (pre-engagement period)		Wed-8-May-19
Media releases (Auriole lead)	TSG	Thu-9-May-19	TSG to review draft media release no. 1 (pre-engagement period)		Wed-15-May-19
Media releases (Auriole lead)	Board	Thu-16-May-19	Board to approve draft media release no. 1 (pre-engagement period)		Fri-24-May-19
Media releases (Auriole lead)	Auriole R	Mon-27-May-19	Release media release no. 1		Fri-7-Jun-19
Media releases (Auriole lead)	Auriole R	Mon-1-Jul-19	Prepare draft media release no. 2 (mid-late period)		Fri-5-Jul-19
Media releases (Auriole lead)	TSG	Mon-8-Jul-19	TSG to review draft media release no. 2 (pre-engagement period)		Fri-12-Jul-19
Media releases (Auriole lead)	Board	Mon-15-Jul-19	Board to approve draft media release no. 2 (pre-engagement period)		Fri-19-Jul-19
Media releases (Auriole lead)	Auriole R	Mon-22-Jul-19	Release media release no. 2		Fri-26-Jul-19