

People change template

Communications and engagement for consultation

8 May 2024

Version 1

A shared document

To ensure the project team's approach is consistent, cohesive, and delivered in the best way, we will collaborate in this document. This will help us track, manage, and deliver all the various components of the consultation process from end to end.

It's supported by key documents like the consultation document, business case, and overarching communications plan, but the activity will be developed here to make things easier day-to-day.

Each focus area (e.g. HR, comms, training, and support) is responsible for keeping this document up to date. It will be reviewed during our regular project standups, so we remain on track.

1. Action plan

Date	Activity	Audience	Channel	Responsibility	Supporting information
8 May 2024	Group call to confirm business case approval and to announce the timeline	All [group name] staff	Microsoft Teams	GGM	
2 May 2024	Early heads of impacts up and timelines	PSC and MoT	Email from GGM Karen Jones	Internal Comms	
6 May 2024	Diary invites out	Affected staff	Outlook	Group EA	
7 May 2024	Diary invites out	All [group name] staff	Outlook	Group EA	
8 May 2024	1:1 meetings with GGM to discuss impacts	GLT members	In person/Teams	HRBP	
8 May 2024	1:1 meetings to discuss impacts	All affected staff	In person/ Microsoft Teams	HRBP	
9 May 2024	Group call to announce proposed changes, discuss impacts and next steps	All [group name] staff	Microsoft Teams	GGM	Presentation pack supplied by HRBP

9 May 2024	Letters to all affected staff	Affected staff	Email	HRBP	
8 May 2024	Consultation pack shared with FAQs and any other supporting information	All staff	Email	HRBP	
21 May 2024	Te kāpehu and E&E page updated	All NZTA staff	OnRamp	Internal Comms	
13 - 19 May	1:1 support catch ups	Impacted staff	In person/teams	HRBP	
21 May	Drop-in session 1	All impacted staff	In person/ Microsoft Teams	GGM/GLT (supported by HRBP)	
21 May	Drop-in session 2	All group staff	In person/ Microsoft Teams	GGM/GLT (supported by HRBP)	
29 May 2024	Thank people for their feedback so far and update people on process	All staff	Email/Group newsletter	GGM (content supplied by Internal Comms)	
6 June 2024	Acknowledge feedback has closed, confirm next steps	All [group name] staff	Email	GGM (content supplied by Internal Comms)	
6 June 2024	Diary invites out - decision	All impacted staff	Email invite	HRBP	
6 June 2024	Diary invites out - decision	All [group name] staff	Email invite	HRBP	
10 June 2024	GGM to brief each GLT member on decision		1:1 meeting face to face or Microsoft Teams	HRBP	
	Live call with GGM leader to share decision		Microsoft Teams meeting with follow up email	HRBP	Presentation pack to be supplied by HRBP