|  | WORKSHEET Communication/Stakeholder Summary for UBT |
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|  | PURPOSE  This tool is used to capture key messages that need to be given to stakeholders and to document the communication of the key messages.  When to Use  Use when communicating key messages from team meetings to stakeholders who were unable to attend.  Who Uses  Co-leads and team members.  How to Use  Use the form to record key messages for stakeholders or questions that need to be asked. In addition, use the form to record when the key messages have been delivered by obtaining the stakeholders initials. |
|  | |  |  | | --- | --- | | Date of Meeting | Date to Be Completed & Given to Co-leads | |  |  | | Tell Messages | Ask About | |  |  | | Key Messages to Tell Staff | Key Questions to Ask Staff | |  |  | |  |  | |  |  | |  |  | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | Name of  Staff | Who Will  Brief | Initials After  Brief | Comments | Date | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |