Plan for Neighbourhoods Programme Management												
Activity	Plan Start	Plan Duration	Actual Start	Actual Duration	% Complete							
						Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25
Identify key stakeholders for Comms Plan												
Set up Steering Group												
Review Ekosgen engagement report												
Update member bios and redevelop webpage												
Gather consultation documents and Board agendas/minutes to date												
Develop summary background on PfN information and interventions												
Review existing proposals and assess alignment to revised objectives												
Map existing community initiatives in Nelson												
Develop communications around proposed further engagement												
Identify proposals for inclusion as Business Cases												
Support development of Business Cases												
Develop engagement plan in line with communications strategy												
Facilitate and prepare monthly Board meetings												
Coordinate with Committee Team to post agendas, reports, and minutes on PBC website												
Facilitate monthly PfN Working Groups and set checklist												
Work with Community Development Officer on agendas, minutes and reports												
Facilitate ongoing community engagement for updates to PfN												
Coordinate all government monitoring returns												