**Stakeholder briefing**

**1. Briefing Overview**

* **Title:**
* **Date:**
* **Prepared by:**
* **Purpose of Briefing:**

**2. Background Information**

**3. List of Stakeholders**

**4. Key Developments/Updates**

**5. Action Required from Stakeholders**

**6. Timeline**

**7. Resources & Support Available**

* **Available Resources:**
* **Support Contacts:**