# Project overview

A short overview of the project and the planned outcome

# Outreach overview

A short overview of the outreach activities that this report back covers. List tactics and techniques, when events were held, what happened at the events and how many people participated.

# How did people hear about outreach opportunities?

A short overview of the promotional methods you employed to share the outreach opportunities

# What we asked

If you asked questions, provide a short overview of the specific questions that participants were asked to provide input on as part of the outreach.

# What we heard

A short overview of the range of input received, the themes that were raised, or other useful characterization. Try to keep this to detailed bullet points or a couple of paragraphs. For a more detailed exploration of themes that were heard, use the Summary of Input section (If required).

* For a detailed summary of the input that was provided, please see the [Summary of Input](#_Summary_of_Input) section.
* For a verbatim listing of all the input that was provided, please see the [Verbatim Responses](#_Verbatim_Comments) section.

# What we heard, what we did

A short overview of the range of input received, the themes that were raised, or some other useful characterization, followed by how the project has incorporated that input into the decision making, and if not provide a reason why.

|  |  |
| --- | --- |
| What we heard | What we did |
| theme 1 | how did the project team address or use this input |
| theme 2 | how did the project team address or use this input |

# Next steps

<Could include:>

* Who will see the input and what will they do with it?
* Will more input be solicited?
* Was a decision made?
* How will you close the loop and when will you communicate with stakeholders next?

# Summary of Input

## Part/Question/Phase

(if the report covers a multi-part/question/phase outreach )

## Part/Question/Phase)

(feel free to summarize in table or paragraph form, depending on project and stakeholder need)

|  |  |
| --- | --- |
| Theme/preference/value | Detailed explanation or example |
|  |  |
|  |  |

# Verbatim Comments

Content is captured as it was provided by participant. No edits have been made unless there was personal information shared or offensive language which is removed with an indication that this has happened.

<body text>