# Title

Use a maximum of 55 characters (including spaces).

|  |  |
| --- | --- |
| Title | The name of your knowledge group, network, community of practice or working group. |

# Summary

Use a maximum of 150 characters (including spaces).

|  |  |
| --- | --- |
| Summary | A short description of your knowledge group, network, community of practice or working group. |

# About the group

Use formatting including headings and lists as needed. Describe the knowledge sharing group and its purpose.

|  |  |
| --- | --- |
| Body | Provide more information about your group. |

# Associated information

If you have another page on *For government* with relevant documents such as agendas, minutes or drafts, enter the link here.

|  |  |
| --- | --- |
| Link | The web address containing associated information about your group. |

# Readability

[Enable readability statistics in Word](https://support.microsoft.com/en-us/office/get-your-document-s-readability-and-level-statistics-85b4969e-e80a-4777-8dd3-f7fc3c8b3fd2). Highlight your content and complete a [Spelling & Grammar check](https://support.microsoft.com/en-us/office/check-grammar-spelling-and-more-in-word-0f43bf32-ccde-40c5-b16a-c6a282c0d251). If it asks you to check the rest of the document, select **No**. Word will show a readability score for your content. You can also use a free online app called, [Hemingway Editor](https://hemingwayapp.com/).

See also the [Queensland Government Web writing and style guide](https://www.qld.gov.au/forgov-dev/information-and-communication-technology/communication-and-publishing/website-and-digital-publishing/website-standards-guidelines-and-templates/write-for-queensland-government-websites/web-writing-and-style-guide).

|  |  |  |
| --- | --- | --- |
| Style guide check | [ ]  |  |
| Flesch-Kincaid Grade Level | [ ]  | [ ]  | [ ]  |
| 9 or less | 10 to 13 | 14 or more |
| Good | OK | Poor |

# Images, video and supporting material

If you’re including images, videos or supporting material to your content, provide details here. See the [documents and media guide](https://www.forgov.qld.gov.au/information-and-communication-technology/communication-and-publishing/website-and-digital-publishing/publish-on-queensland-government-websites/publish-on-for-government/how-to-publish-on-for-government/for-government-publishing-guides/publish-documents-and-media-on-for-government) for accessibility and formatting requirements.

|  |  |
| --- | --- |
| Images | Attach to your email when sending this content brief. There are no image size requirements. |
| Video | Provide the embed code or a link to download the file. |
| Supporting material | Attach documents to your email when sending this content brief. If you have links to other web sites, list them here. |

# Topic

Select 1 or more topics that align with your knowledge sharing group.

|  |  |
| --- | --- |
| Topics | [ ]  Communication[ ]  Facilities[ ]  Finance[ ]  Human resources[ ]  Information and communication technology[ ]  Policy[ ]  Procurement[ ]  Systems[ ]  Web[ ]  Other |

# Attendee details

Tell us who is involved in the knowledge group, network, community of practice or working group.

|  |  |
| --- | --- |
| Attendees | Describe who is involved, any restrictions on memberships and if it’s open to new participants. |
| Lead agency | Tell us the agency responsible for organising the group. |

# Outcomes

|  |  |
| --- | --- |
| Outcomes | What do participants gain from attending? What are the group’s deliverables? |

# Meeting frequency

|  |  |
| --- | --- |
| Frequency | Weekly, fortnightly, monthly, etc. |
| Next meeting | The date and time of your next meeting.  |
| Link to event page | You can also add a link to an event from the [Events page](https://www.forgov.qld.gov.au/news-events-and-consultation/events/_nocache) on *For government*. |

# Contact

Tell us who readers can contact to find out more information about the group. A group email and/or team phone number is best. These will be published. If you provide a person’s name and contact details, you need to get their consent.

|  |  |
| --- | --- |
| Contact name | Optional |
| Phone | Optional |
| Email | Required |

# Subject matter expert

The person who will approve the accuracy of the content.

|  |  |
| --- | --- |
| Name |  |
| Signature |  |
| Date |  |
| Position |  |
| Business unit |  |
| Organisation |  |
| Phone |  |

# Editor

The person (web publisher) who will review your content and provide editorial advice ***before*** you get approval.

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Business unit |  |
| Organisation |  |
| Phone |  |
| Date |  |

# Director or equivalent approval

To publish on *For government* you need to get Director or equivalent approval. If your agency requires further levels of approval, copy and paste the table below.

|  |  |
| --- | --- |
| Name |  |
| Signature |  |
| Date |  |
| Position |  |
| Business unit |  |
| Organisation |  |
| Phone |  |

# Publishing information

## Publishing date

What date do you need to publish this content? You need to give your editor appropriate time to edit, your approver enough time to review your content, and your publisher enough time to publish it—no less than 2 weeks.

|  |  |  |
| --- | --- | --- |
| Publishing date |  | [ ]  More than 2 weeks from today’s date |
| [ ]  Less than 2 weeks from today’s date |

## Classification

Most of the content we publish on *For government* is public, meaning anyone can see it—supporting our commitment to government transparency.

Some content we publish is sensitive or may be confusing to the public. We set this to ‘private’ and make it only available to government employees who log in. **This content won’t appear in search results.** Employees will need a link to the page or to navigate to it via the menu.

Please choose a classification:

[ ]  PUBLIC—this content doesn’t pose a risk to security or reputation for the Queensland Government.

[ ]  PRIVATE—this content may pose a risk to security or reputation for the Queensland Government if made public.

## Metadata

|  |  |
| --- | --- |
| Keywords | List key search terms and phrases. Separate with commas. |

## Review contact

|  |  |
| --- | --- |
| Review email | The email address of the team responsible for reviewing the content (usually a web team). |

## Scheduled publishing

|  |  |
| --- | --- |
| Publish on | If you want the content to be published on a specific date and time, add this here. |

## URL path settings

|  |  |
| --- | --- |
| URL alias | If you want a specific URL, request it here. |