

PRE-PUBLICATION				
TIMING	ACTIVITY	ASSETS REQUIRED	LEAD TEAM	SENIOR LEAD(S)
	Report shared with WJEC for independent audit			Martyn
	Report shared with interviewees for factual checking			Martyn and Margot
	Report finalised			Martyn, Margot
	Next steps/actions agreed			Fiona, Martyn, Margot, Donna
	EMT updated			Fiona, Martyn and John
	Chair and SG briefed on review and next steps/actions		Chief Exec's Office	Fiona, John, Martyn and Margot
	Comms assets finalised (news release, Q&A, various messages as per below)		External Affairs	Fiona, John, Martyn, Margot, Donna
	Comms shared with SG (policy and comms contacts)	News release	External Affairs	John and Richard
	Embargoed media activity (tbc)	News release and report	External Affairs	John and Richard
	Embargoed briefing for opposition spokespeople	Slide deck	Chief Exec's Office	Fiona, Martyn and John
	Board informed and provided with copy of report and media release	News release and report	Chief Exec's Office	Fiona
	Relevant QD staff briefed (tbc: history team and leadership team)	Key messages and news release		Donna
	Exam team briefed	Key messages and news release		Donna
	Brief President of Scottish Association of Teachers of History (SATH)	Key messages and news release		Martyn and Margot
	Comms shared with SLT	Key messages and news release	Internal Comms	John and Richard

	Comms shared with TUs	Key messages and news release	HR	Dawnne
	Website publication of report (subject page) and media release (news page)	Report and news release	External Affairs/Digital	John and Richard
	News release issues	News release (and link to report)	External Affairs	John and Richard
	<i>All-staff message?</i>	<i>All-staff message (and link to news release and report)</i>	<i>Internal Comms</i>	John and Richard
	Message to all centres offering Higher History (is this possible?), including messages to share with learners and parents	Centre message and key messages for learners/parents (and link to news release and report)	Customer Comms	John and Richard
	Message to Higher History appointees	Key messages and news release (and link to report)	Customer Comms	Donna
	Message for learners and parents via social media and via learner/parent networks	Social media assets	Customer Comms	John and Richard
	Message to stakeholders organisations, including NQ Group	Key messages and news release (and link to report)	Customer Comms	John and Richard
	<i>Briefing for Professional Bodies?</i>	<i>Slide deck</i>	<i>External Affairs</i>	<i>Donna, Martyn, Margot</i>
	Letter to Education Committee	Letter (and link to news release and report)	External Affairs	John and Richard
	Media interviews (on a case by case basis)	Key messages	External Affairs	Fiona
	SQA News	SQA News item (and link to news release and report)	Customer Comms	Richard