

## Engagement checklist

Discuss with client:

- WSC Index (what it is, what it does)
  - Key messages
  - Methodology
  - Project deliverables
  - Timeline
  - Roles and responsibilities of the provider and client
  - Workshop participants (i.e. who should participate)
  - Cost
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- Send client Water Sensitive Cities Index Benchmarking brief, Water Sensitive Cities Index value proposition, and link to WSC Index promotional video (if required)
  - Register project using the online form on Accredited Provider's site (facilitators' details, workshop details and client details) which will trigger project creation on the web interface