







Today's Situation

- ◆ Summary of the current situation
- ◆ Use brief bullets, discuss details verbally

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How Did We Get Here?

- ◆ Any relevant historical information
- ◆ Original assumptions that are no longer valid

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Available Options

- ◆ State the alternative strategies
- ◆ List advantages & disadvantages of each
- ◆ State cost of each option

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Recommendation

- ◆ Recommend one or more of the strategies
- ◆ Summarize the results if things go as proposed
- ◆ What to do next
- ◆ Identify Action Items

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