*Insert:* TITLE OR STATEMENT OF ISSUE

**BRIEFING NOTE**

A ***Briefing Note*** can be used to succinctly present your recommendations to a decision-making group (e.g. Senior Leadership Team).

Instructions:

* Complete each section as outlined.
* In a ***Briefing Note***, you present the most important information first, followed by detailed information should the decision-maker(s) want or need more information. This means the order of information in a briefing note is presented in reverse to a written report.
* MAXIMUM LENGTH = 2 pages (including references)

|  |
| --- |
| Purpose  *In 1-2 sentences explain the topic and purpose of the briefing note. Doing so will make it clear that the briefing note is to be considered for decision and will orient the reader to the topic.* |
|  |
| Recommendations  *Briefly summarize what the recommendation(s) are for moving forward.* |
|  |
| Key Considerations and Options(if applicable)  *Summarize the important facts that a decision-maker will need to know in order to make an informed decision.*   * ***If*** *you are presenting decision options, do so in this section.*   + *Describe the current practice as Option 1 (status quo).*   + *For decision options (2-4 options), outline the pros and cons of each.* |
|  |

|  |  |
| --- | --- |
| Conclusions and Next Steps  *Summarize what you want your reader to take away and what the next steps are for moving forward.* | |
|  | |
| Background  *Provide information about how an issue arose so as to frame the issue. Any background detail or rationale should be included in this section.* | |
|  | |
| Appendices  *List any appendices here* | |
|  | |
| **Prepared by:** |  |
|  |  |
| **Originated:** |  |
|  |  |
|  |  |
| **Updated:** |  |
|  |  |
|  |  |
| **Approved by:** |  |