

## **Vision Statement**

State the vision and long term direction



- State the desired goal
- State the desired objective
- Use multiple points if necessary



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



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- Original assumptions that are no longer valid



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

## Recommendation

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