

# Issue/Opportunity Outline

I/O: \_\_\_\_\_

Submitted: \_\_\_\_\_



<b>Urgency</b> High – action in a month Very High – action in a week Extremely High – action today	<b>Date</b>	<b>Department</b>	<b>Deadline</b>
One or two sentences that gets to the heart of the problem in no uncertain terms.	<b>The Opportunity/Issue</b>		
Affect on dollars, people, services, ministry, members, timing, future, etc.	<b>The Significance:</b>		
What I really want to happen.	<b>The Ideal Outcome:</b>		
Short, bullet points that identify: -How/ When/ Where/ Why it started. -Who the players are. -The forces at work. -Today's focus. -Future impact.	<b>Relevant Background Information:</b>		
All the various actions steps I could take.	<b>First Step:</b>		
This is the option above I plan to pursue at this moment.	<b>Proposal Direction:</b>		
Options I'm Missing? On the right track? What would you do differently and why? Should I do nothing? Etc.	<b>Help I Would Like From You:</b>		