Recommendation of a Strategy

Title

Overview

Summarize the main plans

Explain the long-term course to follow

Long-term goal

State the desired goal

Define the goal in more detail

The Present Situation

Give a summary of the current situation

Development up to present

- Development made up to the current situation
- Important background information
- Original forecasts which turned out to be wrong
- Original forecasts which turned out to be true

Potential Alternatives

State the alternative strategies

List the pros and cons of each strategy

Give a forecast of costs

Recommendation

Recommend one or several strategies

Give a summary of the expected results

Name the next steps to be taken

Delegate the various tasks