



Date Discussed:

ISSUE/OPPORTUNITY ORGANIZER

Issue Definition - A brief, but clear definition of the issue you wish to discuss.

Strategic Impact – A brief explanation of this issue’s relation to the business’s strategic direction.

Background Information – What we need to know to provide meaningful feedback.

Options Being Considered – What you think you should do and why.

My Ideal Outcome would be ...

The assistance, input and suggestions I want is...