

# ***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