

EXECUTIVE SUMMARY

Title <title>

Purpose <purpose>

Top Risks

1. (<risk area>) <description of risk>
2. (<risk area>) <description of risk>
3. (<risk area>) <description of risk>

Lead <name and position of lead>

Sponsor <name and position of sponsor>

RECOMMENDATION

BACKGROUND

DISCUSSION

EVALUATION

ALTERNATIVES

CONSULTATION

Position	Date Information Sent	Date Feedback Received	Type of Feedback
<business support lead>	<date>	<date>	<type>
<human resources lead>	<date>	<date>	<type>
<name & position of stakeholder>	<date>	<date>	<type>
<name & position of stakeholder>	<date>	<date>	<type>

TIMELINES

Milestone	Lead	Date of Completion
Decision brief written	<author name & position>	<date written>
Assessment of communication requirements	<name of lead for this task>	<date>
Presentation to Integrated Care Coordination Committee (ICCC)	<name of lead for this task>	<date>
Presentation to SET	<name of lead for this task>	<date>
Collection of <baseline data>	<name of lead for this task>	<date>
Collection of <evaluation data>	<name of lead for this task>	<date>
Evaluation submitted to sponsor	<name of lead for this task>	<date>

ENCLOSURES

REFERENCES