

INFORMATION /BRIEFING NOTE GUIDE

The information note summarizes answers to the following questions. Construct three-line paragraphs as complete thoughts rather than answers to direct questions. This takes a little finesse to make the document flow.

To write a briefing note, copy this format but eliminate point seven.

1. What is the intention?
 - why are you doing this?
 - What do you expect your boss to do?
 - Make a decision
 - Approve a project
 - Approve budget
2. Why it is important?
 - from the government's point of view, identify potential gains for:
 - make significant contributions to tax revenues,
 - generate sustainable employment, and
 - attract new businesses
 - establish where to focus our growth strategies
 - provide an active government presence by connecting with potential allies and partners
 - estimate costs:
 - All costs of all activities
3. Who *might* support this intention?
 - List all the significant supporters, from Government, business, community and industry
4. How you intend to proceed with the _____?
 - Explain your process for the activity, include relevant materials like questions, as an appendix to the briefing note
5. When you intend to begin and end the investigation process?
 - Timeline
6. When do you expect to deliver these results to your boss?
 - Identify a date within two months of the request
 - Make sure you give yourself enough time to perform the activity and prepare the follow up document
7. What do you expect your boss to do with this information? This links up with point #1, and brings the document to full circle
 - Make a decision on whether or not to proceed with the investigation process.
 - You will make two conclusions, one if the decision is "No," and the other if the decision is "Yes."
 - A proposed "decision required by" date.
 - Also, list postponements for decisions.