WORKSHEET

Key Questions to Define Objectives

Directions

1. Answer the following key questions.
2. Consider what other questions and answers may be important given the specific situation.

Why is this a risk, and how serious is it?

Who's impacted, and how?

What's the most important thing to know right now?

(This includes how your organization and partners are course-correcting if an internal misstep is part of the conversation.)

What's being done? What happens next?

Do people need to do anything?

Where can they go to learn more?

Other questions/answers specific to your scenario

(Add as needed)