Intelligence Report

Team/Office Name, Month 2021

Portfolio Sensemaking Workshop

|  |  |
| --- | --- |
| Prepared for | Prepared by |
|  |  |
|  |  |
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# Table of contents

[Table of contents 2](#_Toc89377112)

[Executive Summary 3](#_Toc89377113)

[Heading 3](#_Toc89377114)

[Statement of Intent 4](#_Toc89377115)

[Claims 4](#_Toc89377116)

[Claim 1 Title 4](#_Toc89377117)

[Claim 2 Title 4](#_Toc89377118)

[Propositions 5](#_Toc89377119)

[Proposition 1 Title 5](#_Toc89377120)

[Action Plan 6](#_Toc89377121)

[Heading 6](#_Toc89377122)

[Any Next Steps 7](#_Toc89377123)

[Heading 7](#_Toc89377124)

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# Executive Summary

## Heading

Insert text here (intent, context, background, summary of recommendations contained in report)

#

# Statement of Intent

What was the Statement of Intent used to guide the discussion during the session?

# Claims

## Claim 1 Title

Opening Paragraph outlining the claim.

**What insight/realization did we gain from what we heard?**

* insert text
* insert text

**What is the consequence or implication of this insight for the office?**

* insert text
* insert text

**Our evidence for this claim i.e. examples of where we heard this claim showing up in what we heard in the session:**

* insert text
* insert text

## Claim 2 Title

Opening Paragraph outlining the claim.

**What insight/realization did we gain from what we heard?**

* insert text
* insert text

**What is the consequence or implication of this insight for the office?**

* insert text
* insert text

**Our evidence for this claim i.e. examples of where we heard this claim showing up in what we heard in the session:**

* insert text
* insert text

# Propositions

## Proposition 1 Title

insert text/images

#

# Action Plan

## Heading (Feel free to modify to include an action plan as your team decided it)

insert text/images

|  |  |  |  |
| --- | --- | --- | --- |
| **What** | **Who**  | **How** | **When** |
| Insert text | Insert text | Insert text | Insert text |
|  |  |  |  |
|  |  |  |  |

#

# Any Next Steps

## Heading

insert text/images

#