

Intelligence Report

Team/Office Name

Prepared for

xxx

Prepared by:

xxx

Date:

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Executive Summary

XXX

Executive Summary

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

Statement of Intent

Claims

XXX

1. Claim Headline/Name

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

2. Claim Title/Name

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

3. Claim Title/Name

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

XXX

Proposition Title/name

insert text

Action Plan

XXX

Action Plan

Activity	Who	How	When
Description.	insert text	insert text	insert text
Description.	insert text	insert text	insert text
Description.	insert text	insert text	insert text

Closing Remarks

XXX

Title/name

insert text

Thank you