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

<table>
<thead>
<tr>
<th>Activity</th>
<th>Who</th>
<th>How</th>
<th>When</th>
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</thead>
<tbody>
<tr>
<td>Description.</td>
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</table>
Closing Remarks

XXX
Title/name

insert text
Thank you