

The Issue:

Communication Template

Problem: "The issue is..."



Cause: "We are in this situation because..."



Impact: "If we don't act soon, we risk..."

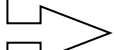


Solution: "To solve this, I recommend..."

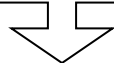


Implications: "Of course there are some pros and cons..."

Downside: "On the downside..."



Upside: "However, on the upside..."



Action Step(s): "Moving forward, our first step(s) is/are:"