

# SCENARIO DEVELOPMENT WORKSHEET

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## Instructions for Use:

Use this form to sketch out brief scenarios that are “quick take” analyses of specific key issues or critical situations/events your organization might face. These scenarios are basic thinking and analytical tools in the development of a more detailed flowchart of events, which will depict the major events, steps, and decision points leading to the resolution of your key issue.

### KEY ISSUE

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### SITUATION

*Briefly describe the nature of the issue, problem, or situation.*

### ANALYSIS

*Briefly describe what the situation means, what its implications are, and how it threatens your organization.*

### OPTIONS

*Develop at least three response options for the situation you've presented. You could suggest more, but three is optimal for management to choose from.*

### RECOMMENDATIONS

*This is what you would do if you were in your boss' shoes and why.*

### UNINTENDED CONSEQUENCES

*List here those events or problems that could arise due to the options you've suggested or by doing nothing.*