

S.B.A.R Worksheet for Making a Well-Baked Recommendation

Situation

■ Why are we doing this ■ What happens if we don't do this ■ How this benefits our mission?

Background

■ What has been tried in the past? ■ Who is on the team? ■ Alternatives have we considered?

Assessment

■ Research we have done ■ Facts that are supportive ■ Concerns /Unanswered questions

Recommendation

■ Action steps /person accountable ■ Time line/, budget ■ Evaluation / contingency plans