
Checklist of Agency Review Products

PRE-ELECTION CHECKLIST OF AGENCY REVIEW DELIVERABLES:

- Executive summary for each agency summarizing the key priorities, opportunities and issues facing that agency—built from publicly available information and existing independent knowledge
- Strategic briefing paper for each agency outlining the strategic issues and opportunities facing that agency—built from publicly available information and existing independent knowledge
- Data file for each agency compiling information about its mission, organization, personnel, budget, and legal, legislative, and regulatory data – built from publicly available information and existing independent knowledge
- List of Congressional contacts and stakeholders to solicit additional input about agencies post-election

POST-ELECTION CHECKLIST OF AGENCY REVIEW DELIVERABLES:

- Executive summary for each agency summarizing the key priorities, opportunities and issues facing that agency—updated with additional information (collected through meeting with agency) that was not publicly available
- Strategic briefing paper for each agency outlining the strategic issues and opportunities facing that agency—updated with additional information (collected through meeting with agency) that was not publicly available
- Data file for each agency compiling information about its mission, organization, personnel, budget, and legal, legislative, and regulatory data updated with additional information (collected through meeting with agency) that was not publicly available
- Budget memo for each agency



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