# DEEP DIVE TOPIC TEMPLATE

### This document is a template for creating a deep-dive report on a topic or issue. This template may be used to provide a more detailed explanation of any *specific* component in an executive summary, or may be used to create separate policy-item, budget-item, management issues, or other specific item reports. The information provided will be incorporated into final briefing materials for incoming leaders. Please adhere to the formatting and length-specific guidelines present throughout the template.

# ISSUE/TOPIC NAME

Name of corresponding executive summary component or table of contents component (if applicable)

OFFICE OR REGION NAME IF APPLICABLE

EXECUTIVE SUMMARY

##### Summarize the key components of the issue.

Type response here [limit to 250 words]

INTRODUCTION

Provide a brief description of the issue. Why is it important to highlight? Why is it important for the agency? If this is a pressing issue or opportunity, state the relevant timeline.

Type response here

KEY CHALLENGES TO DATE

What roadblocks, bottlenecks, or other challenges has the agency faced in the past regarding this issue? What is the current status of handling these challenges?

Type response here

KEY PROGRESS TO DATE

What has been achieved on this issue to-date? What initiatives are still ongoing that are relevant to this issue? Were the relevant methods and solutions used in the past effective?

Type response here

NEXT STEPS

What are the currently-planned next steps on this topic? What are some other potential solutions or actions incoming leaders should consider? What is the recommended timeline for these action-items?

Type response here

RELEVANT INTERNAL STAKEHOLDERS

Who are the relevant stakeholders for this topic or issue within the agency? These may include key personnel, divisions, or offices. What critical role do they have? Why? Are there any individuals or groups that incoming leaders should consider engaging and leveraging?

1. Key Stakeholder [limit to 100 words]
2. Key Stakeholder [limit to 100 words]
3. Key Stakeholder [limit to 100 words]

RELEVANT EXTERNAL STAKEHOLDERS

Who are the relevant stakeholders for this topic or issue outside of the agency? These may include key congressional contacts or committees, interest groups, outside policy experts, local government partners, or private/nonprofit contractors. What critical role do they have? Why? Are there any individuals or groups that incoming leaders should consider engaging and leveraging?

1. Key Stakeholder [limit to 100 words]
2. Key Stakeholder [limit to 100 words]
3. Key Stakeholder [limit to 100 words]

RELEVANT INTER-AGENCY GROUPS

Are there any key inter-agency groups that are vital to achieving your mission? What critical role do they have? Why? Are there any other groups that incoming leaders should consider engaging and leveraging?

1. Key Group [limit to 100 words]
2. Key Group [limit to 100 words]

KEY CONTACT

Provide one main point of contact.

|  |  |  |
| --- | --- | --- |
| Name |  |  |
| Title |  |  |
| Email |  |  |
| Phone |  |  |