4.4 A PowerPoint to Brief

- Program description
-

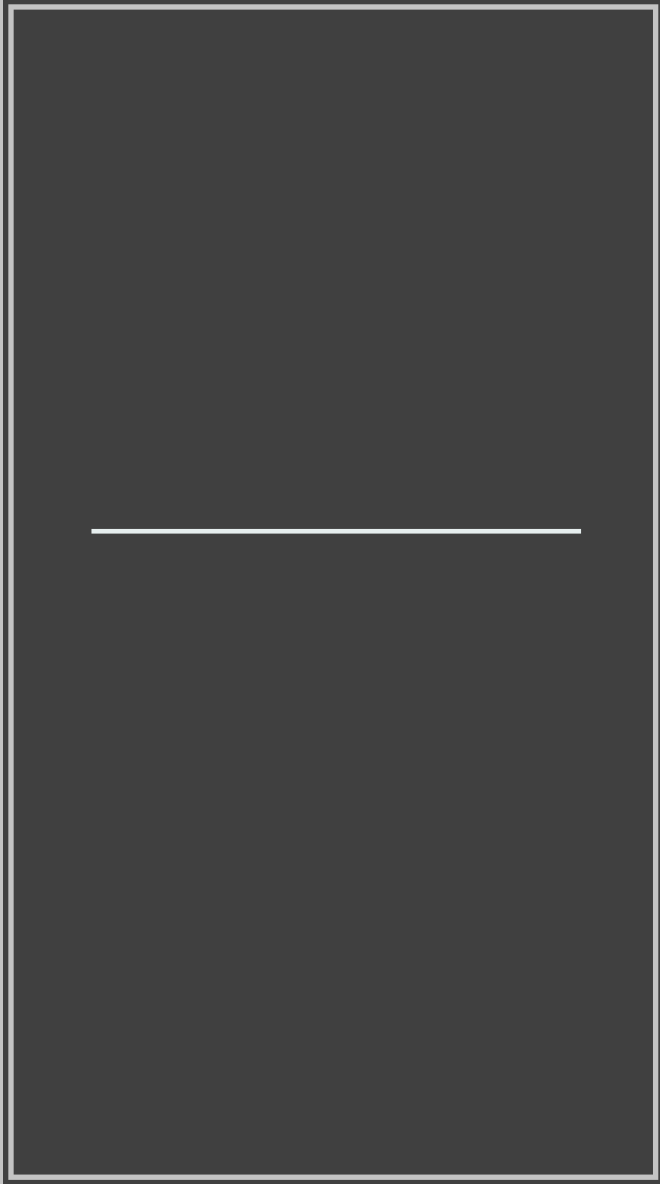P g a
De c

- W   ? W   ?
- H   ?
- W   ?
- W

?

Avoid excessive detail. Graphics work very well to summarize.

•

P a   f
    e F   e

- Are there approved plans for program changes?

- Are there no plans for change?

- Have funds been approved for future adaptations?

- From the perspective of the reader of this briefing, can they expect to see it come before them again, not hear about it as it if working well and needs no change or that changes will be minor and below the radar of the reader's attention.