

**Mission Briefing Template**

**MISSION BRIEFING FORMAT**

**SITUATION**

- Here is what I see.
- Here is what is going on around us.

**MISSION / EXECUTION**

- Here is how we're organized.
- Here is what I think we should do.
- Here is why this is important.
- Here is how it should look when we're done.
- Here is how I think we should do it.

**COMMUNICATIONS**

- Here is what we need to talk about.
- Here is who we need to talk to.
- Here is how we're going to talk.

**SERVICE SUPPORT**

- Here is who is working with us.
- Here is what we need to make it work.

**RISKS – CONCERNS**

- Here is what I think we need to watch out for.

**COLLABORATE**

- How do you see your role in this?
- What other pieces do you have to add?
- What are your concerns?

**MISSION BRIEFING**

**SITUATION**

\_\_\_\_\_

\_\_\_\_\_

**MISSION / EXECUTION**

Task Org \_\_\_\_\_

Task \_\_\_\_\_

Purpose \_\_\_\_\_

End State \_\_\_\_\_

Method \_\_\_\_\_

**COMMUNICATIONS**

What \_\_\_\_\_

Who \_\_\_\_\_

How \_\_\_\_\_

**SERVICE SUPPORT**

Who \_\_\_\_\_

What \_\_\_\_\_

**RISKS – CONCERNS**

\_\_\_\_\_

\_\_\_\_\_

**MISSION BRIEFING**

**SITUATION**

\_\_\_\_\_

\_\_\_\_\_

**MISSION / EXECUTION**

Task Org \_\_\_\_\_

Task \_\_\_\_\_

Purpose \_\_\_\_\_

End State \_\_\_\_\_

Method \_\_\_\_\_

**COMMUNICATIONS**

What \_\_\_\_\_

Who \_\_\_\_\_

How \_\_\_\_\_

**SERVICE SUPPORT**

Who \_\_\_\_\_

What \_\_\_\_\_

**RISKS – CONCERNS**

\_\_\_\_\_

\_\_\_\_\_

**MISSION BRIEFING**

**SITUATION**

\_\_\_\_\_

\_\_\_\_\_

**MISSION / EXECUTION**

Task Org \_\_\_\_\_

Task \_\_\_\_\_

Purpose \_\_\_\_\_

End State \_\_\_\_\_

Method \_\_\_\_\_

**COMMUNICATIONS**

What \_\_\_\_\_

Who \_\_\_\_\_

How \_\_\_\_\_

**SERVICE SUPPORT**

Who \_\_\_\_\_

What \_\_\_\_\_

**RISKS – CONCERNS**

\_\_\_\_\_

\_\_\_\_\_

**Mission Briefing Template**

**MISSION BRIEFING**  
**SITUATION**  
\_\_\_\_\_  
\_\_\_\_\_

**MISSION / EXECUTION**  
Task Org \_\_\_\_\_  
Task \_\_\_\_\_  
Purpose \_\_\_\_\_  
End State \_\_\_\_\_  
Method \_\_\_\_\_

**COMMUNICATIONS**  
What \_\_\_\_\_  
Who \_\_\_\_\_  
How \_\_\_\_\_

**SERVICE SUPPORT**  
Who \_\_\_\_\_  
What \_\_\_\_\_

**RISKS – CONCERNS**  
\_\_\_\_\_  
\_\_\_\_\_

**MISSION BRIEFING**  
**SITUATION**  
\_\_\_\_\_  
\_\_\_\_\_

**MISSION / EXECUTION**  
Task Org \_\_\_\_\_  
Task \_\_\_\_\_  
Purpose \_\_\_\_\_  
End State \_\_\_\_\_  
Method \_\_\_\_\_

**COMMUNICATIONS**  
What \_\_\_\_\_  
Who \_\_\_\_\_  
How \_\_\_\_\_

**SERVICE SUPPORT**  
Who \_\_\_\_\_  
What \_\_\_\_\_

**RISKS – CONCERNS**  
\_\_\_\_\_  
\_\_\_\_\_

**MISSION BRIEFING**  
**SITUATION**  
\_\_\_\_\_  
\_\_\_\_\_

**MISSION / EXECUTION**  
Task Org \_\_\_\_\_  
Task \_\_\_\_\_  
Purpose \_\_\_\_\_  
End State \_\_\_\_\_  
Method \_\_\_\_\_

**COMMUNICATIONS**  
What \_\_\_\_\_  
Who \_\_\_\_\_  
How \_\_\_\_\_

**SERVICE SUPPORT**  
Who \_\_\_\_\_  
What \_\_\_\_\_

**RISKS – CONCERNS**  
\_\_\_\_\_  
\_\_\_\_\_

**MISSION BRIEFING**  
**SITUATION**  
\_\_\_\_\_  
\_\_\_\_\_

**MISSION / EXECUTION**  
Task Org \_\_\_\_\_  
Task \_\_\_\_\_  
Purpose \_\_\_\_\_  
End State \_\_\_\_\_  
Method \_\_\_\_\_

**COMMUNICATIONS**  
What \_\_\_\_\_  
Who \_\_\_\_\_  
How \_\_\_\_\_

**SERVICE SUPPORT**  
Who \_\_\_\_\_  
What \_\_\_\_\_

**RISKS – CONCERNS**  
\_\_\_\_\_  
\_\_\_\_\_