### MISSION BRIEFING FORMAT

**MISSION BRIEFING**

**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?

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### MISSION BRIEFING

**SITUATION**

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**MISSION / EXECUTION**

Task Org

Task

Purpose

End State

Method

**COMMUNICATIONS**

What

Who

How

**SERVICE SUPPORT**

Who

What

**RISKS – CONCERNS**

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### MISSION BRIEFING

**SITUATION**

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**MISSION / EXECUTION**

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**COMMUNICATIONS**

What

Who

How

**SERVICE SUPPORT**

Who

What

**RISKS – CONCERNS**

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### MISSION BRIEFING

**SITUATION**

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**MISSION / EXECUTION**
- Task Org
- Task
- Purpose
- End State
- Method

**COMMUNICATIONS**
- What
- Who
- How

**SERVICE SUPPORT**
- Who
- What

**RISKS – CONCERNS**

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