Topic Deep Dive Template

SUMMARY OUTLINE

***Key audience****: Incoming appointees*

***Source****:* [*Agency Transition Guide*](https://presidentialtransition.org/transition-resources/agency-transition-guide/) *(chapter 2 - Planning, Appendix 2.7)*

*This document is a template for creating a deep-dive report on an 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.*

**ISSUE/TOPIC NAME**

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

**Office/region name if applicable**: [insert name]

**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 roles 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 interagency groups**

Are there any key interagency 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]

**Point of contact:** Provide one main point of contact.

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