

Complex Case Brief Template

Bring signal, stakeholders, constraints, and decisions into one operating view.

01 / Situation in one minute

Write the headline without solving it: what changed, why it matters now, and what decision is waiting?

Case headline

Desired operating outcome

02 / Case map

Signal

What triggered attention?



Decision

What must be chosen?



Next move

Who acts, by when?

03 / Stakeholders & constraints

People / teams involved

Known constraints

Decision path

Make dependencies visible before the case compounds.

04 / Facts, assumptions, unknowns

Confirmed facts

Assumptions to test

Unknowns / evidence needed

05 / Action register

Action / owner	By when	Dependency / status

Close the loop

- ☐ Decision owner is named
- ☐ Next checkpoint is calendared
- ☐ Escalation trigger is explicit

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