

Use  
Departmental  
Templates

## 4.4 A PowerPoint to Brief

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GOVTALK



SCHOOL OF  
POLICY STUDIES

# Purpose and Outline

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1. **This presentation provides background on X program.**
2. **It is for information purposes only. No decisions are required.**
3. **The presentation will outline the following:**
  - Program description
  - Current risks, challenges and opportunities
  - Concerns of stakeholders
  - Current plans for the future – reference Government's budget plans.

# Program Description

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Avoid excessive detail. Graphics work very well to summarize.

- What does it do? Who does it serve?
- How is it delivered?
- What does it cost?
- What are the key metrics of the program's performance?

## Current Risks, Challenges & Opportunities

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Rule of the vital  
few: do not crowd

- High risk areas in the program, e.g., process delays, cost over-runs, growing demands, shifting client base
- Challenges include structural problems in the program design, technology, etc.
- Opportunities include gaps in program design that could be filled with more resources

Reader needs a sense  
of timing: are these  
immediate, medium  
or long term?

# Concerns of Stakeholders, Clients, Public

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- Identify key stakeholders and their positions about the program
- Identify most recent interaction with stakeholders
- Client concerns
- Public issues – be specific and concrete

If the reader of the briefing is known, what is their relationship to any of these?

# Plans for the Future

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- 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 if working well and needs no change or that changes will be minor and below the radar of the reader's attention.