

SBAR Template

TO: enter recipient name
FROM: enter your name
DATE: enter date
SUBJECT: enter subject

The Situation, Background, Assessment and Recommendation (SBAR) technique will be used to evaluate this (decision point/ case study/ opportunity/event, etc..)

Situation:

- In no more than ½ page, describe your decision point/ case study/ opportunity/event, etc..
- Keep this high level. Your reader should be able to read this quickly and understand at a very high level why you have taken the time to make this a priority.

Background:

- Provide your reader with a summary of the key details of the decision point/ case study/ opportunity/event, etc..
- **Do not, in any way, bring in your bias or opinion to the background. You are simply providing your reader with the facts - there are only 1 set of facts! Everyone is entitled to their own opinion however, we are not entitled to our own set of facts.**
- Include any and all information used to form the assessment section.
- Be succinct, use bullet points where possible.

Assessment:

- Provide 1-3 alternative options you have, thinking critically about the situation, including the pros and cons of each alternative option you possess.
- In certain cases, you may only have 1 reasonable option to move forward, conclude, etc. In that case, explain for the reader why you only have 1 option.
- Evidence, evidence, evidence!
 - Your reader wants to know 2 key components. First, that you have thought critically about the scenario and have made a thoughtful interpretation of the facts in your analysis. Second, that you have taken the time to effectively research the alternative options and those which you are providing to your reader are backed up by facts, research, evidence - **not just your opinion!**

Recommendation:

- Select your recommendation to move forward, conclude etc.
- Be direct, do not leave room for interpretation. In that, be succinct and to the point.
- Detail your next steps should your recommendation be approved/accepted.