In the **opening section**, state the purpose for the document. This template can be used for a briefing paper, a weekly status report, or any other kind of handout or daily working paper.

Depending on the business purpose, use the Business Affairs logo or the specific logo for your department at the top of the page. Make sure the image is crisp.

A briefing paper can supplement a presentation in a meeting to make sure attendees are briefed on all relevant information. A briefing paper can also be a standalone document that informs leadership fully of a situation and accompanying recommendations.

The below headings are examples for a regular “briefing report” but they can be changed to fit any business purposes:

# Current State

Describe the status-quo

# Issue of Concern

Describe the issue and why it is important

# Financial Impact

Discuss financial concerns or implications

# Other Considerations

Use this space to note any other relevant information not covered by the above categories