EXECUTIVE FRAMEWORK

OPENING

Set Context	
Confirm Topic & Time	
State Bottom Line/Goal	
Provide Business Impact Statement	
Propose Agenda/Check-In	1. 2.

Transition:

KEY POINTS

| Key Point #1
_____
Evidence | |

Transition:

| Key Point #2
_____
Evidence | |

Transition:

CLOSING

Summarize Key Points & Discussion	1. 2.
Restate Bottom Line/Goal	
Propose or Confirm Next Steps	