Health departments are welcome to adapt this tool. Requirements for adapting this tool include: Health Evidence™ and Peel Public Health are acknowledged for tool development; and adapted tool cannot be used for profit (not to be sold).

# Briefing Note #: Date:

|  |  |  |
| --- | --- | --- |
| Insert briefing note number or other identifier |  |  |

**Issue:**

|  |
| --- |
| * Provide a brief description of the issue.
 |

**Decision:**

|  |
| --- |
| * Identify the final decision.
 |

**Decision Process:**

|  |
| --- |
| * Breakdown the process into discrete activities then determine, upon reflection on the process,
* What was supposed to happen?
* What actually happened? Why?
* What’s the difference? Why?
* What worked well that we’d want to ensure we incorporate into future decision making? Why?
* What did not work that we definitely don’t want to do in the future? Why not?
* What did not work that we want to ensure that we do differently? Why?
* What, in your opinion, would be the ideal process?
 |

**Lessons Learned:**

|  |
| --- |
| * Highlight successes
* How to sustain or expand upon them
* Identify things that did not go as well as planned
* Ways to modify or improve performance
 |

**Recommendations for Future Decision Making:**

|  |
| --- |
| * What, if any changes, to process or direction should be made? Identify crisp and clear, achievable, and future-oriented recommendations.
* Put in place action plans, with assigned responsibilities and timelines, to sustain the successes and to improve upon the shortfalls.
 |

**Submitted by:** **Submitted to:**

|  |  |  |
| --- | --- | --- |
| Name and contact information |  | Name and contact information |

**Have you used this tool?**

We would appreciate hearing from those who have used the tool, perspectives on its usefulness, how it was adapted, and any suggestions for revision:

**info@healthevidence.org**.

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