

Activity 4.1 Office Situation Analysis Template:
 (Use additional pages as necessary)

Item	
a. Short-Term Priorities	
b. Long-Term Objectives	
c. Potential Areas of Concern/Interim Issues	
d. 20% “What If” Budget Cut Details	Use the provided spreadsheet and list main points here.
e. 15% Two-Year Budget Cut Details	Use the provided spreadsheet and list main points here.

Item	
f. Ways to get staffing outside of your organizational budget	
g. Mitigation/Hidden Opportunities/Assisters	
h. Leadership tool(s) used and their benefit(s) to your analysis	