

# Tabletop Session Report

(the formatting is intentionally basic – bring your own formatting!)

Date: <content>

Author: <content>

Scenario: <content>

Audience: <content>

## 1. Executive Summary

(Fill this out last!)

<Content: Tabletop Plan Purpose>

<Content: Tabletop Plan Objectives>

<Content: Key Outcomes from Facilitation Notes>

## 2. Preparation

<Content: activities taken to build the Tabletop Plan>

### 3. Facilitation

<Content: participant list>

<Content: scheduling and timing>

<Content: Tabletop Plan Objectives and key input material>

## 4. Key Findings and Recommendations

<Content: notes from inline-analysis during facilitation>

<Content: key insights from the facilitator>