

Stakeholder Decision Summary

Date: [Insert Date]

Prepared by: [Your Name]

Subject: Stakeholder Decision Summary for Strategic Planning

To: [Stakeholders' Names or Departments]

From: [Your Name / Department]

CC: [Other Relevant Parties]

Introduction

This document summarizes the key decisions made by stakeholders during the strategic planning sessions held on [Insert Dates].

Objectives

- Objective 1: [Brief description]
- Objective 2: [Brief description]
- Objective 3: [Brief description]

Key Decisions

1. [Decision 1 with details]
2. [Decision 2 with details]
3. [Decision 3 with details]

Next Steps

- [Next Step 1 with assigned owner]
- [Next Step 2 with assigned owner]
- [Next Step 3 with assigned owner]

Conclusion

Thank you for your participation and commitment to the strategic planning process. Please reach out with any questions or concerns.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]