

# **Situation Analysis**

## **1. Executive Summary**

Brief overview summarizing key points of the current situation, the main challenges, and critical opportunities.

## **2. Background / Context**

Description of the company, project, or area under analysis, including relevant history and contextual factors.

## **3. Internal Analysis**

- **Strengths:** List main strengths of the organization, project, or team.
- **Weaknesses:** Identify key areas for improvement or issues faced internally.

## **4. External Analysis**

- **Opportunities:** Highlight external positive trends or possibilities for growth.
- **Threats:** List major risks and challenges posed by outside factors.

## **5. Key Issues**

Summarize the primary challenges or issues emerging from both internal and external analyses.

## **6. Recommendations**

Outline actionable recommendations or next steps based on the analysis above.

### **Important Notes**

- Situation Analysis provides a structured overview of current conditions for strategic decision making.
- The format can be adapted based on topic, industry, or organizational needs.
- Ensure information is accurate, concise, and evidence-based.
- This document often precedes strategy development or planning processes.
- Keep analysis objective, avoiding assumptions or bias.