SCAN

Situation Appraisal Worksheet

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S – See the Issues

State the situation: _____

What situation do we want to examine?
What seems to be important about this situation?

C – Clarify the Issues

What do you mean by…?

A – Assess Priorities

What is the seriousness of each issue?
What is its urgency?
What is the potential growth (trend)?

Identify the Issues	Clarify the Issues	Assess Priorities		
		Seriousness (H, M, L)	Urgency (H, M, L)	Growth (H, M, L)

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N – Name Next Steps

What needs to be done next? By whom? By when?

Actions Needed	By Whom	By When

See the Issues
—State the situation
—Identify the issues

Clarify the Issues

Assess Priorities

Name Next Steps
—Decisions to make
—Actions/plans to implement
—Problems to solve

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