**Sample Outline of Issues and Potential Solutions**

Note: This is NOT the outline for your final draft. It may have a different structure. This outline will help “frame” the issues at the various locations and consider solutions. After you find the issues and consider potential solutions, then you can discuss budgets, diagrams, and etc.

1. INTRODUCTION
2. ISSUES AT THE MONTANA BRANCH
   1. Stakeholder
   2. Employees
   3. Infrastructure
   4. Other
3. ISSUES AT THE BRAZIL BRANCH
   1. Stakeholder
   2. Employees
   3. Infrastructure
   4. Other
4. ISSUES AT THE POLAND BRANCH
   1. Stakeholder
   2. Employees
   3. Infrastructure
   4. Other
5. ISSUES AT THE AUSTRALIA BRANCH
   1. Stakeholder
   2. Employees
   3. Infrastructure
   4. Other
6. ISSUES AT THE AFRICA BRANCH
   1. Stakeholder
   2. Employees
   3. Infrastructure
   4. Other
7. ISSUES AT THE ASIA BRANCH
   1. Stakeholder
   2. Employees
   3. Infrastructure
   4. Other
8. SOLUTIONS FOR ISSUES
   1. Xyz
   2. Xyz
   3. Xyz
9. CONCLUSION

TIPS:

* Outline the solutions to the issues that a specified location of IDI is facing.
* Consider plans to implement corporate-wide information access methods to ensure confidentiality, integrity, and availability.
* Consider assessing risks and vulnerabilities with operating IT facilities in the disparate locations where IDI now functions and develop mitigation plans and implementation methods.
* Analyze the strengths and weaknesses in the current systems of IDI.
* Address remote user and Web site user’s secure access requirements.
* A budget proposal for the project to replace/upgrade hardware, software, and consulting services can come later after the outline.
* A detailed network and configuration diagrams outlining the proposed change to be able to present it to the management is later too.