**SGSF’s Mission/Vision:**

Mission:

Vision:

**Division’s Mission/Vision:**

Mission:

Vision:

**Goals:**

* 1
* 2
* 3

**Report Topics:**

* Topic 1
* Topic 2
* Topic 3

**Summary:**

Paragraph format

**Topic 1**

**Topic/Conclusions/Findings:**

* Topic/Conclusions/Findings:
* Topic/Conclusions/Findings:
* Topic/Conclusions/Findings:

**Topic Recommendations/Room for improvement:**

* Topic Recommendations/Room for improvement:
* Topic Recommendations/Room for improvement:
* Topic Recommendations/Room for improvement:

**Action Items with due dates:**

* Action item
* Action item
* Action item

**Topic 2**

**Topic/Conclusions/Findings:**

* Topic/Conclusions/Findings:
* Topic/Conclusions/Findings:
* Topic/Conclusions/Findings:

**Topic Recommendations/Room for improvement:**

* Topic Recommendations/Room for improvement:
* Topic Recommendations/Room for improvement:
* Topic Recommendations/Room for improvement:

**Action Items with due dates:**

* Action item
* Action item
* Action item

**Topic 3**

**Topic/Conclusions/Findings:**

* Topic/Conclusions/Findings:
* Topic/Conclusions/Findings:
* Topic/Conclusions/Findings:

**Topic Recommendations/Room for improvement:**

* Topic Recommendations/Room for improvement:
* Topic Recommendations/Room for improvement:
* Topic Recommendations/Room for improvement:

**Action Items with due dates:**

* Action item
* Action item
* Action item

**Conclusion:**

Paragraph format

**Next Steps: (within 14-30 days)**

* **1**
* **2**
* **3**