| [Company name] |
| --- |
| [Document title] |
| [Date created] |
| [Your Name]  [Your Title] |

# Executive summary

|  | *Use this section to provide an overview of the major points of all other sections in the report. It is recommended that you complete this section last, after you have finalized the content in all other sections. Delete this comment before submission.* |
| --- | --- |

.

[Insert text here]

.

## Application

|  | *Discusses the major elements of the application, including the: background, audience, functions, features, and any other details that the Director may need to know in order to fully understand this application. Additional subheadings, lists, and/or visuals can be added to this section as needed. Delete this comment before submission.* |
| --- | --- |

### Background

[Insert text here]

### Audience

[Insert text here]

### Function

[Insert text here]

### Features

[Insert text here]

## Conflict

|  | *Explain the areas of conflict for the team. Make sure to include contributing factors and the possible impacts. Subheadings, lists, and/or visuals can be added to this section as needed. Delete this comment before submission.* |
| --- | --- |

[Insert text here]

## Conflict Resolution

|  | *Articulate the desired outcome of any conflict resolution activities. How would you like to see this conflict resolved? What is the “best-case” scenario? Subheadings, lists, and/or visuals can be added to this section as needed. Delete this comment before submission.* |
| --- | --- |

[Insert text here]

## Action Steps

|  | *Recommend action steps for managing areas of possible conflict with detailed explanation on how the action steps contribute to conflict resolution. Subheadings, lists, and/or visuals can be added to this section as needed. Delete this comment before submission.* |
| --- | --- |

[Insert text here]