**VIPER Briefing Plan Overview**

The VIPER methodology is a structured approach to briefing and planning, ensuring clarity and alignment in the team’s mission. Each component of VIPER plays a crucial role in preparing the team for successful execution. Here's a detailed breakdown of the VIPER plan:

**V – VERIFY THE BIG PICTURE**

* **Focus:** Understanding the overall mission and how success will be measured.
* **Includes:**
  + Defining measurable, achievable, and time-bound objectives.
  + Clarifying the mission's purpose and significance to the organization.
  + Highlighting potential challenges and obstacles.
* **Outcome:** The team gains a clear understanding of the end goal and hurdles, ensuring alignment with the mission’s objectives.

**I – INSPIRE WITH A BRIEF OVERVIEW**

* **Focus:** Providing a concise mission overview.
* **Includes:**
  + A 60-second to 2-minute summary of the mission.
  + A clear direction, outlining the mission’s goals and execution plan.
* **Outcome:** Inspires confidence and prepares the team to act swiftly.

**P – PROVIDE THE SPECIFICS**

* **Focus:** Outlining the action plan in detail.
* **Includes:**
  + Specifying **WHO** will do **WHAT** by **WHEN**.
  + Tailoring the level of detail to the team’s experience.
* **Outcome:** Instills confidence and provides clarity for role execution.

**E – EXPLAIN HOW WE’LL OVERCOME CONTINGENCIES**

* **Focus:** Preparing for challenges and setbacks.
* **Includes:**
  + Outlining potential challenges.
  + Identifying triggers for contingency plans.
  + Defining decision-making authority for deviations.
* **Outcome:** Ensures flexibility and adaptability.

**R – REMIND THE TEAM HOW THEY’LL ENABLE SUCCESS**

* **Focus:** Reinforcing confidence in achieving success.
* **Includes:**
  + Highlighting how the team will navigate various scenarios.
  + Concluding with a reminder of the debriefing process.
* **Outcome:** Boosts morale and ensures commitment to the mission's goals.

**VIPER Briefing Plan - Fillable Template**

**STEP 1: VERIFY THE BIG PICTURE**

* Review the mission, objectives, and purpose. Capture key intelligence components:
  + **MISSION:**
  + **OBJECTIVES:**
  + **PURPOSE:**
  + **INTELLIGENCE:**

**STEP 2: INSPIRE WITH A BRIEF OVERVIEW**

* Document key features the team needs to know:
  + [Space for input]

**STEP 3: PROVIDE THE SPECIFICS**

* Outline the plan using this pattern: **WHO** will do **WHAT** by **WHEN**, and, if needed, **HOW**:
  + [Space for input]

**STEP 4: EXPLAIN HOW WE’LL OVERCOME CONTINGENCIES**

* Describe decision-making authority and outline actions for each contingency:
  + [Space for input]

**STEP 5: REMIND THE TEAM HOW THEY’LL ENABLE SUCCESS**

* Conclude with a motivational summary:
  + [Space for input]