Your Business Problem or Opportunity What is the business problem we are trying to solve?	The Audience Problem or Opportunity What needs are we satisfying? Internal Audiences: External Audiences:	Brand Tone—what is the brand personality/tone you feel might be appropriate?	What's the SMIM? Single Most Important Message. Emphasis on SINGLE.
Our Business Goal — Why will this benefit the organization? How will this benefit your immediate business objectives?	The Audience — Who are we trying to persuade? What are the personas?	Why? — Why should people believe us or care? What's in it for them?	Outcomes —What do we want our target to think, feel or do differently as a result of this project / message / campaign?
Project Scope — What assets, how long are they, where will they be seen? Are there any special requirements e.g. captioning?	Audience Insight —What are some interesting insights we can build our approach around? Highlight research / data that supports the insight.	Metrics — What does success look like? How will goals be measured? KPIs?	