

SIMPLE SCENARIO PLANNING TEMPLATE – EXAMPLE

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DEFINE	EXPLORE	CREATE	COMMUNICATE	ACT	EMBED
Prioritize	Identify Drivers	Develop Scenarios	Share Findings	Strategize	Monitor
Identify critical strategic issues or opportunities that need addressing.	Recognize key external forces that could impact future scenarios.	Construct several plausible and diverse future scenarios.	Present the developed scenarios and their implications to stakeholders.	Finalize the strategic plans that address the most relevant scenarios.	Set up systems to continuously monitor the environment for changes.
Decide	Gather Information	Analyze Implications	Engage Stakeholders	Plan	Adapt
Set clear objectives for the scenario planning exercise.	Collect relevant data and insights on the identified drivers.	Evaluate the impact of each scenario on the organization.	Facilitate discussions to refine scenarios and strategies.	Detail the implementation plans, including the timelines, budgets, and resource allocations for priority scenarios.	Create processes for adapting strategies based on new information.
Scope	Research Trends	Strategic Options	Internal Alignment	Initiate Projects	Learn
Determine the boundaries of the scenario planning, including the time frame and areas of focus.	Analyze broader trends that could influence the scenarios.	Outline potential strategies for each scenario.	Ensure that the scenarios and strategic responses align with the organization.	Start projects or pilots to test strategies or assumptions. Launch initiatives based on strategic planning.	Institutionalize what you've learned from the scenario planning process.
Objectives	Stakeholder Insights	Risk Assessment	Expectations	Performance Metrics	
Specify what the organization aims to achieve through scenario planning.	Gather input and perspectives from various stakeholders.	Assess the risks associated with each scenario.	Communicate the strategic framework and responsibilities across teams.	Define clear KPIs to measure the success of strategies and projects against scenario expectations.	

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