**SIMPLE SCENARIO PLANNING TEMPLATE – EXAMPLE**

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| 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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