Situation, Background, Assessment

and Recommendation

**Author:**

**Date:**

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| S | **Situation**  What is going on?  What is the situation you are communicating about? |  |
| B | **Background**  What is the background or context of the communication? Include essential facts and information relevant to the situation. |  |
| A | **Assessment**  What is the problem? What are your assumptions about why the problem is occurring? Is it urgent? |  |
| R | **Recommendation**  What is the next step or steps that can be taken? |  |