BRM Snapshot for Week of mm/dd/yy

Successes

- Successes of note since the last meeting
- Second Success
- Third Success
- Etc.

Challenges/Issues

- Any challenges one (or more) of their business units are facing, or issues of note that the BRM Lead should be aware of. (Note – there could be some items on this list for consecutive reports).
- Second Bullet
- Third Bullet
- Etc.

Updates

- Any key updates the BRM Lead should be aware of (projects, business initiatives, etc.). Avoid making this too lengthy and turning it into a comprehensive list
- Second Bullet
- Third Bullet
- Etc.

What You Should Know

- Information the BRM Lead should know (organizational changes in business units, business climate or environment changes, upcoming plans, etc.)
- Second Bullet
- Third Bullet
- Etc.

What I Need From You

- The BRM lists anything that are waiting for or needs (but has not yet been communicated). They should not refrain from using this to note areas where information or help is needed.
- Second Bullet
- Third Bullet
- Etc.

Upcoming Deadlines/Events

- Upcoming deadlines that should be highlighted. They may also emphasize any deadlines that are past due or note any upcoming IT or business unit events the BRM Lead should be aware of.
- Second Bullet
- Third Bullet
- Etc.

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