

SCENARIO PLANNING TEMPLATE

Scenario planning is a process that you can use to plan for future events that your business may face. It considers how different events may impact the future of your business, and then uses the potential possibilities to create plans for their outcomes and prepare your business for the long term. Scenario planning may be particularly useful whenever there is a larger change within your business environment.



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Follow the following steps to complete the Scenario planning template:

1. Imagine potential scenarios that your business may face
2. Consider the likelihood and potential impacts of each scenario
3. Think through the steps that will implement if the scenario occurs
4. Once completed, use the Business action plan to respond to high impact/high probability scenarios

	EXAMPLE	SCENARIO 1	SCENARIO 2	SCENARIO 3	SCENARIO 4
Describe scenario	Example				
What is the probability of this occurring? Low/Medium/High	Example				
What is the level of impact on your business? Low/Medium/High	Example				
List possible ongoing impacts If this scenario occurs, what are the ongoing impacts to your business?	Example				
Questions What questions would you have if this scenario occurs?	Example				
Responses What are the possible responses for your business if this scenario occurs?	Example				