

SBAR

Author	
Date	

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?

A

Assessment

What is the problem? What are your assumptions about why the problem is occurring?

R

Recommendation

What is the next step or steps that can be taken?

Reference Documents Attached:

- 1.
- 2.

Project Sponsor Signature	Process Owner Signature
Date:	Date: