## Making a case

What is the problem or issue? (be as specific as you can about what has (or hasn't!) happened)
What negative effect is this having? (on you and/or on others)
What would the positive effect be if this was resolved/changed?
(on you and/or on others)

What do you want to happen? What would a perfect outcome be?		
What's the minimum that would be acceptable – what could you settle for?		
Who has the power to make this happen?		
If you don't have the answer to this, what do you need to do to find out?		
What information do you need to make your case?	Where/who/how will you get this information?	

Use this page to write a <b>script</b> for making your case.		
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What questions do you need to make sure you ask?		