

BULLET BACKGROUND PAPER
ON
WRITING BULLET BACKGROUND PAPERS

PURPOSE

Discuss the functions, format and tips for building a Bullet Background Paper (BBP). The purpose statement informs readers on both the purpose and main points of the paper. It may be a single sentence, as in this example or a short paragraph in length.

BACKGROUND

- Concise background information on a single idea
 - – More details on the preceding statement
 - – – Even more details of the 2nd level statement.
 - – – Use 2nd and 3rd levels sparingly
- Chronological of a problem

DISCUSSION

- Flexible to save space and/or conform to a user's needs
 - – Section can be titled "Function" or "Format" or "Tips" or "Details" or "Discussion"
 - – If using 2nd and 3rd level, make sure there are at least two bullets
 - – Such as, this example
- This should be the "main course" of the document!

RECOMMENDATIONS

- This section can be titled "Conclusion" as it ends the document
- Recommendations are good for moving forward but write to the intended audience
- Be actionable, measurable, and attainable!
- Try to list OPR and OCRs per recommendation