

Standardised Format for Routine Intelligence Updates

This template provides a consistent structure for daily intelligence briefings. It ensures that decision-makers receive a concise, prioritised summary of overnight incidents, emerging trends, and required actions — in a predictable format they can rely on.

[CLASSIFICATION] — [HANDLING CAVEAT]

ORGANISATION: _____

DATE: _____

PREPARED BY: _____

PERIOD: _____

CLASSIFICATION: _____

VERSION: _____

Section 1 — Current Threat Picture

NATIONAL / STRATEGIC

■ Critical ■ Severe ■ Substantial ■ Moderate ■ Low

REGIONAL / OPERATIONAL

■ Critical ■ Severe ■ Substantial ■ Moderate ■ Low

LOCAL / TACTICAL

■ Critical ■ Severe ■ Substantial ■ Moderate ■ Low

Change from previous day:

■ Increased ■ Unchanged ■ Decreased | If changed, briefly explain: _____

Section 2 — Key Overnight Incidents

List the most significant incidents from the past 24 hours. Prioritise by impact. Maximum 5 incidents.

#	DTG	Location	Incident Summary	Significance	Action Required
1				■ High ■ Med ■ Low	■ Yes ■ No
2				■ High ■ Med ■ Low	■ Yes ■ No
3				■ High ■ Med ■ Low	■ Yes ■ No

#	DTG	Location	Incident Summary	Significance	Action Required
4				<input type="checkbox"/> High <input type="checkbox"/> <input type="checkbox"/> Med <input type="checkbox"/> Low	<input type="checkbox"/> Yes <input type="checkbox"/> No
5				<input type="checkbox"/> High <input type="checkbox"/> <input type="checkbox"/> Med <input type="checkbox"/> Low	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section 3 — Emerging Trends & Patterns

Identify any patterns emerging over the past 7 days that warrant attention. Note whether this is a new trend or continuation of a previously identified pattern.

Trend / Pattern	Duration	Confidence	Implication
	<input type="checkbox"/> New <input type="checkbox"/> <7 days <input type="checkbox"/> >7 days	<input type="checkbox"/> High <input type="checkbox"/> Mod <input type="checkbox"/> Low	
	<input type="checkbox"/> New <input type="checkbox"/> <7 days <input type="checkbox"/> >7 days	<input type="checkbox"/> High <input type="checkbox"/> Mod <input type="checkbox"/> Low	
	<input type="checkbox"/> New <input type="checkbox"/> <7 days <input type="checkbox"/> >7 days	<input type="checkbox"/> High <input type="checkbox"/> Mod <input type="checkbox"/> Low	
	<input type="checkbox"/> New <input type="checkbox"/> <7 days <input type="checkbox"/> >7 days	<input type="checkbox"/> High <input type="checkbox"/> Mod <input type="checkbox"/> Low	

Section 4 — Priority Actions & Collection Taskings

#	Action Required	Responsible	Due	Status
1				<input type="checkbox"/> Open <input type="checkbox"/> In Progress <input type="checkbox"/> Complete
2				<input type="checkbox"/> Open <input type="checkbox"/> In Progress <input type="checkbox"/> Complete
3				<input type="checkbox"/> Open <input type="checkbox"/> In Progress <input type="checkbox"/> Complete

#	Action Required	Responsible	Due	Status
4				<input type="checkbox"/> Open <input type="checkbox"/> In Progress <input type="checkbox"/> Complete
5				<input type="checkbox"/> Open <input type="checkbox"/> In Progress <input type="checkbox"/> Complete

Section 5 — Outlook: Next 24 Hours

SIGNIFICANT EVENTS

EXPECTED: _____

KNOWN OPERATIONS /
ACTIVITIES: _____

WATCH ITEMS:

What should be monitored closely today?

UPDATED BRIEF DUE: _____

[CLASSIFICATION] — [HANDLING CAVEAT]

Need a Different Format?

- An editable Word (.docx) version with auto-date and auto-classification fields is available on request.
- Email: info@theintelanalystacademy.com.au — Subject: 'Daily Briefing Template — Format Request'