

This library contains five standardised templates for the most common intelligence products. Each template includes mandatory fields, formatting guidance, and example language. Adapt to your organisation's classification and handling requirements.

## Template 1 — Strategic Intelligence Assessment

**Purpose:** Long-term analysis of threats, capabilities, or trends for senior decision-makers. Typically 2–6 pages.

[ CLASSIFICATION ] — [ HANDLING CAVEAT ] — [ RELEASABILITY ]

<b>TITLE:</b>	<i>Strategic Assessment: [Subject / Topic]</i>
<b>REFERENCE:</b>	<i>[ORG-YEAR-NUMBER]   DATE: [DD MMM YYYY]   AUTHOR: [Name / Unit]</i>
<b>KEY JUDGEMENT:</b>	<i>[One sentence: What is most likely to happen and why. Use estimative language.]</i>
<b>CONFIDENCE:</b>	<i>■ High ■ Moderate ■ Low   BASIS: [Brief reason for confidence level]</i>

<b>1. EXECUTIVE SUMMARY</b>	<i>2–4 sentences. State the key judgement and its significance. What does the decision-maker need to know immediately?</i>
<b>2. SITUATION / BACKGROUND</b>	<i>Context required to understand the assessment. Keep to 1–2 paragraphs. Assume the reader has general knowledge.</i>
<b>3. ANALYSIS</b>	<i>Main analytical body. Address each intelligence question in turn. Use subheadings. Cite evidence. Acknowledge gaps.</i>
<b>4. IMPLICATIONS</b>	<i>So what? What does this mean for the organisation, operation, or policy? What decisions does it inform?</i>
<b>5. OUTLOOK / FORECAST</b>	<i>What is likely to happen in the next [30/90/180 days]? Use estimative language. State key assumptions.</i>
<b>6. INTELLIGENCE GAPS</b>	<i>List the key questions that could not be answered and why. Recommend collection activities where appropriate.</i>
<b>APPENDICES (if required)</b>	<i>Raw data, maps, timelines, or supporting documents. Label each appendix clearly.</i>

[ CLASSIFICATION ] — [ HANDLING CAVEAT ] — [ RELEASABILITY ]

## Template 2 — Tactical Intelligence Brief

**Purpose:** Short-term, operationally focused brief for frontline decision-makers. Maximum 1 page. Time-critical.

[ CLASSIFICATION ] — [ HANDLING CAVEAT ] — [ RELEASABILITY ]

<b>SUBJECT:</b>	<i>[One-line description of the subject]</i>
<b>DTG / PERIOD:</b>	<i>[Date-Time Group or period covered]</i>
<b>PREPARED BY:</b>	<i>[Name / Unit / Contact]</i>
<b>BOTTOM LINE:</b>	<i>[Key message in one sentence. What must the reader know and act on?]</i>
<b>SITUATION:</b>	<i>[Current situation — what is happening, where, and to whom?]</i>
<b>THREAT:</b>	<i>[Nature of the threat — who, what capability, what intent, what timeframe?]</i>
<b>IMPLICATIONS:</b>	<i>[What does this mean for the current operation or decision?]</i>
<b>RECOMMENDED ACTION:</b>	<i>[What action, if any, is recommended? Be specific.]</i>
<b>SOURCE QUALITY:</b>	■ Confirmed ■ Probably True ■ Unconfirmed ■ Cannot be Judged
<b>NEXT UPDATE:</b>	<i>[When will updated intelligence be available?]</i>

[ CLASSIFICATION ] — [ HANDLING CAVEAT ] — [ RELEASABILITY ]

## Template 3 — Threat Assessment Report

**Purpose:** Evaluates a specific threat — actor, capability, intent, and likelihood. 1–3 pages.

[ CLASSIFICATION ] — [ HANDLING CAVEAT ] — [ RELEASABILITY ]

<b>THREAT ACTOR:</b>	<i>[Name / designation of the group, individual, or phenomenon being assessed]</i>
<b>ASSESSMENT DATE:</b>	<i>[DD MMM YYYY]   REVIEW DATE: [DD MMM YYYY]</i>
<b>OVERALL THREAT LEVEL:</b>	■ Critical ■ Severe ■ Substantial ■ Moderate ■ Low
<b>CAPABILITY:</b>	<i>[What does the actor have the ability to do? Be specific about tools, skills, and resources.]</i>
<b>INTENT:</b>	<i>[What does the actor want to achieve? Based on what evidence?]</i>
<b>OPPORTUNITY:</b>	<i>[What conditions or vulnerabilities could the actor exploit?]</i>
<b>LIKELIHOOD:</b>	<i>[Assessment of probability of threat materialising — use estimative language]</i>
<b>IMPACT IF REALISED:</b>	<i>[What would be the consequences — human, operational, reputational, financial?]</i>
<b>KEY INDICATORS:</b>	<i>[Observable signs that the threat is developing or imminent]</i>
<b>MITIGATION OPTIONS:</b>	<i>[Recommended actions to reduce capability, intent, or opportunity]</i>

[ CLASSIFICATION ] — [ HANDLING CAVEAT ] — [ RELEASABILITY ]

## Template 4 — Intelligence Requirements Register

**Purpose:** Tracks all standing intelligence requirements and their status. Updated continuously.

IR#	Intelligence Requirement	Priority	Tasked To	Due Date	Status	Product
IR-001		<input type="checkbox"/> P1 <input type="checkbox"/> P2 <input type="checkbox"/> P3			<input type="checkbox"/> Open <input type="checkbox"/> Active <input type="checkbox"/> Closed	
IR-002		<input type="checkbox"/> P1 <input type="checkbox"/> P2 <input type="checkbox"/> P3			<input type="checkbox"/> Open <input type="checkbox"/> Active <input type="checkbox"/> Closed	
IR-003		<input type="checkbox"/> P1 <input type="checkbox"/> P2 <input type="checkbox"/> P3			<input type="checkbox"/> Open <input type="checkbox"/> Active <input type="checkbox"/> Closed	
IR-004		<input type="checkbox"/> P1 <input type="checkbox"/> P2 <input type="checkbox"/> P3			<input type="checkbox"/> Open <input type="checkbox"/> Active <input type="checkbox"/> Closed	
IR-005		<input type="checkbox"/> P1 <input type="checkbox"/> P2 <input type="checkbox"/> P3			<input type="checkbox"/> Open <input type="checkbox"/> Active <input type="checkbox"/> Closed	
IR-006		<input type="checkbox"/> P1 <input type="checkbox"/> P2 <input type="checkbox"/> P3			<input type="checkbox"/> Open <input type="checkbox"/> Active <input type="checkbox"/> Closed	
IR-007		<input type="checkbox"/> P1 <input type="checkbox"/> P2 <input type="checkbox"/> P3			<input type="checkbox"/> Open <input type="checkbox"/> Active <input type="checkbox"/> Closed	

## Template 5 — Operational Intelligence Briefing

**Purpose:** Pre-operation intelligence package. Delivered verbally and in writing before an operation commences.

[ CLASSIFICATION ] — [ HANDLING CAVEAT ] — [ RELEASABILITY ]

**OPERATION NAME / REFERENCE:**

*[Operation name and reference number]*

**DATE / TIME OF BRIEF:**

*[DD MMM YYYY, HHMM]*

**GROUND**

*Current situation in the operational area. Environmental conditions, key locations, access routes.*

**ENEMY / THREAT**

*Known or suspected threat activity. Current threat posture, recent incidents, likely courses of action.*

**FRIENDLY FORCES**

*Own and allied force dispositions. Command structure, communication plan, support available.*

**MISSION**

*Clear statement of the operation's purpose and objective.*

**EXECUTION**

*How the operation will be conducted. Phases, tasks, and responsibilities.*

**SERVICE SUPPORT**

*Logistics, medical, communication, and contingency arrangements.*

**COMMAND & SIGNAL**

*Command structure during the operation. Communication frequencies and procedures.*

**QUESTIONS**

*Opportunity for attendees to seek clarification before the operation commences.*

[ CLASSIFICATION ] — [ HANDLING CAVEAT ] — [ RELEASABILITY ]

**Need Word or Excel Versions?**

- All 5 templates are available in editable Word (.docx) format on request.
- Email: [info@theintelanalystacademy.com.au](mailto:info@theintelanalystacademy.com.au) — Subject: 'Report Templates — Format Request'