1. What observed fact-based issue is the recommendation intending to solve? What is the “problem statement”?

1. What are the findings that support the recommendation?

2. How significant would the impact be if not addressed:
   a. Very significant
   b. Moderately significant
   c. Impacted areas (for example, security, transparency, legitimacy, efficiency, diversity, etc.)

3. What is the intent of the recommendation?

4. What outcome is the Review Team seeking? How will the effectiveness of implemented improvements be measured? What is the target for a successful implementation?

5. Does the Review Team envision the implementation to be:
   a. Short-term: implemented within 6 months
   b. Mid-term: implemented within 12 months
   c. Longer-term: implemented in more than 12 months

6. Is the recommendation aligned with ICANN’s strategic plan and ICANN mission? If yes, how?

7. Does this recommendation require new policies to be adopted? If yes, what stakeholders need to be engaged in the policy development process to support successful implementation of this recommendation?

8. Is related work already underway? If so, what is it and who is carrying it out?

9. Who are the (responsible) parties that need to be involved in the implementation work for this recommendation?
   a. Community
   b. Staff
   c. Board
   d. Combination of the above

10. If only 5 recommendations can be implemented due to community bandwidth and other resource constraints, would this recommendation be one of the top 5? Why or why not?