

{title}

A White Paper

{date}

{office name}

{agency name}

Contents

- 1.Introduction / Background.....2
- 2.Abstract / Business Case.....2
- 3.Problem Statement / Introduction.....2
- 4.Proposed Solution(s).....2
 - a.Introduction of Solution.....2
 - b.Application of Solution.....2
- 5.Future Direction / Long-Term Focus.....2
- 6.Results / Conclusion.....2
- Appendices.....3
 - Appendix A – Scenarios.....3
 - Appendix B – Options.....3
 - Appendix C – Authors.....3
 - Appendix D – References.....3

1. Introduction / Background

{brief introduction including relevant background}

2. Abstract / Business Case

{high-level overview of the content of the paper}

3. Problem Statement / Introduction

{problem statement or a general introduction to subject of the paper}

4. Proposed Solution(s)

a. Introduction of Solution

{introduction of the proposed solution}

b. Application of Solution

{description of how the solution solves the problem}

5. Future Direction / Long-Term Focus

{thoughts regarding the overall future direction of the problem and solution}

6. Results / Conclusion

{recommendation of one solution over another}

Appendices

Appendix A – Scenarios

{operational scenarios referenced in the problem statement}

Appendix B – Options

{list of enhancements referenced in the proposed solution}

Appendix C – Authors

{list of the primary author(s) and contributors}

Appendix D – References

{bibliography of resources and references}