

Policy Brief Template

From analysis to recommendation: evidence, options, accountability

Header

Title: _____ Issue area: _____

Prepared by: _____ Date: _____

Executive Summary (150–200 words)

What is the problem, who is impacted, and what do you recommend? (Write in plain language.)

Problem Statement

Define the problem clearly (what is happening, where, and why it matters).

Background + Context

What policies, institutions, or history produced this problem? Include 2–3 key points.

Evidence

List 3–6 key facts/findings (with citations):

- _____
- _____
- _____
- _____
- _____
- _____

Stakeholders + Impacted Communities

Who is most impacted? Who has decision-making power? Who can move resources?

Policy Options (2–3)

Option 1: What it is / Pros / Cons

Option 2: What it is / Pros / Cons

Option 3 (optional): What it is / Pros / Cons

Recommendation

Choose one option (or a combined approach) and justify it with evidence, values, and feasibility.

Implementation Plan

First steps (who does what by when):

- Step: _____ Lead: _____ Timeline: _____
 - Step: _____ Lead: _____ Timeline: _____
 - Step: _____ Lead: _____ Timeline: _____
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Accountability + Measures of Success

How will you know this worked? What oversight or measures are needed?

References

List sources used (APA/Chicago or course style).
