# Policy brief outline

Keep your brief readable. Use:

* clear headings
* bullet points
* white space
* charts/tables
* graphics

There are many ways to structure a policy brief. Here is one example:

### Title

* Make it catchy and informative

### Executive summary [2-3 paragraphs]

* State the specific issue addressed in the brief
* Identify significant policy failures that require change
* Clearly describe the proposed action
* Make the summary memorable and effective to entice readers

### Problem statement [4-5 points]

* Explain why the current policy is failing and what impact this has on the situation
* Include who the stakeholders are who will be affected by a new or changed policy
* Convince readers that, in light of research and evidence, a change is called for

### Policy options

* Identify alternatives and the arguments for or against them
* Include the evaluation criteria you used to make your recommendation
* State the impact on various stakeholders
* Indicate the policy option(s) you recommend and provide explanations for the choice

### Recommendations

* Articulate the policy related steps required to implement the chosen or feasible option(s)
* Identify who would need to execute
* If the assignment does not require a conclusion, end with a paragraph re-emphasizing the importance of the policy change and the preferred option(s)

### Conclusion (optional)

*[This section is not always required, so check your assignment guidelines or ask your professor]*

* If required, emphasize the importance of the policy change and the preferred option(s)

### Sources consulted / Sources recommended

* List the key sources you relied on as you prepared the brief and/or a list of other readings

### Your name, the course name and number, and other publication details

* Follow the assignment’s instructions for how this information should appear on or with the brief