Policy Report Template

Name:

Date:

# 1. Executive Summary

[0.5-1 page]

* Explain the problem and why it matters
* Briefly list your policy solutions, which one you recommend, and next steps

# 2. Literature Review + Key Findings

[~1 page]

* Adapt your literature review from research report
* Add your own findings at the end

# 3. Policy Options

[1-2 pages]

* Provide 3 policy ideas
* Explain which one should be prioritized

# 4. Next steps

[0.5 page]

* Explain how your policy proposal would be implemented