

Executive Policy Proposal

Date: _____

Prepared by: _____

Title/Subject: _____

1. Purpose

State the objective and intended impact of the policy proposal.

2. Background/Context

Provide relevant background, context, or rationale for the proposal.

3. Policy Proposal

Present the policy recommendation or solution clearly and concisely.

4. Implementation Plan

Key actions/steps

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Timeline

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Responsible parties

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5. Expected Outcomes

Describe the anticipated benefits and results.

6. Resource Implications

Indicate required resources (financial, personnel, etc.).

7. Risk Assessment

Identify potential risks and mitigation strategies.

8. Monitoring & Evaluation

Explain how progress and effectiveness will be measured.

9. Recommendation/Endorsement

Summarize the recommendation and any action requested of decision-makers.

Approval: _____

Signature: _____