

# 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: \_\_\_\_\_