

Policy Action Plan Proposal Document

Bureau Name: _____

Date: _____

Prepared by: _____

1. Executive Summary

Briefly summarize the purpose, background, and key objectives of the proposed policy action plan.

2. Statement of the Policy Issue

Describe the issue or gap the proposed policy action aims to address.

3. Objectives

- State the main objectives of this policy action plan.
- List any secondary objectives, if applicable.

4. Proposed Actions & Activities

Action/Activity	Description	Responsible Unit	Timeline	Resources Needed
Example Action	Describe the action or activity here	Name of unit	MM/YYYY - MM/YYYY	Specify resources

5. Key Performance Indicators (KPIs)

- Define measurable indicators to assess the success of the proposed actions.
- Include both quantitative and qualitative measures if possible.

6. Risk Assessment & Mitigation

1. Identify key risks or challenges.
2. Outline mitigation strategies for each risk.

7. Monitoring and Evaluation Plan

Briefly outline how progress will be tracked and evaluated.

8. Conclusion & Recommendations

Summarize next steps and highlight any important recommendations or actions moving forward.

