

Policy Initiative Proposal Template

Policy Proposal Title

Date

YYYY-MM-DD

Prepared by

Name / Department

1. Executive Summary

Summarize the policy proposal, key issues, and expected outcomes.

2. Background & Context

Provide background information, context, and rationale for the proposal.

3. Problem Statement

Define the problem or issue being addressed.

4. Policy Objectives

State the intended objectives of this policy initiative.

5. Proposed Solution / Policy Options

Describe and analyze proposed solutions, including options if any.

6. Implementation Plan

Outline the steps, responsible parties, timeline, and necessary resources.

7. Stakeholder Analysis

Identify affected stakeholders and how they are impacted or engaged.

8. Risks & Challenges

List potential risks, mitigation measures, and challenges to implementation.

9. Monitoring & Evaluation

Suggest metrics or approaches for evaluating the policy's effectiveness.

10. Financial Implications

Describe estimated costs, funding requirements, and possible sources.

11. Conclusion & Recommendations

Summarize recommendations and next steps.