



POLICY BRIEF

1 Get Started (10%)

- Understand your assignment.
- Download the policy brief template.
- Familiarize yourself with the issue.

2 Research your policy issue (35%)

- Design your research strategy.
- Find and evaluate sources.
- Select and organize what you've found.

3 Begin to organize your brief (in point form) (20%)

- Determine the audience (who do you have to convince?).
- Describe the problem.
- Outline the stakeholders.
- Identify the policy options.
- State recommendation(s).
- List sources consulted.
- Create notes for the Executive summary.

4 Write the first draft (20%)

- Write the components of the template.

5 Revise and proofread (15%)

- Evaluate your draft and conduct additional research as needed.
- Revise your draft. Focus on:
 - Organization, structure, evidence, and analysis.
 - Paragraph, sentence flow and transition.
- Verify the style guide requirement.
- Proofread the final version of your brief and put into its final format.



[Link to the Assignment Planner: Policy Brief](#)