A Possible Outline for Policy Analysis Report

[Remember, the first page will be a 1-page recommendation memo that concisely describes the issue, the alternatives analyzed, and the recommendation based on your analysis.]

Introduction

Describe the problem; focus on why it is important enough to develop a policy to solve this problem. Be explicit: “(This problem/policy is important because...”). You also might present facts that call for a solution to the problem (people are dying, or are deprived of basic needs, or are being treated unfairly, or animals are suffering, or businesses are significantly less efficient than possible). Also indicate why the private market will not take care of the problem automatically (so that government action is needed).

Alternative Solutions

Describe the alternative solutions available (or the most important ones, or the ones that best cover the range of alternatives, including no action)

Analysis

Explain how the analysis was conducted (to affirm your credibility)

Results of the analysis

Recommendation

CLEARLY indicate the alternative you recommend. This should flow logically from the results of your analysis.

Include a short summary of additional considerations that might affect the desirability of the chosen alternative (e.g., political, distributional, or other factors not possible or appropriate to include in your economic analysis).

References

[If you need to include tables or figures that don’t fit easily within the text, they can be placed at the end, so long as they are labeled and the text refers to them...all within the page limits.]