

BOX 14-3 Checklist for Writing a Policy Analysis

1. Problem Statement

Is my problem statement one sentence in the form of a question?

Can I identify the focus of my problem statement?

Can I identify several options for solving the problem?

2. Background

Does my background include all necessary factual information?

Have I eliminated information that is not directly relevant to the analysis?

Is the tone of my background appropriate?

3. Landscape

Does the landscape identify all of the key stakeholders?

Are the stakeholders' views described clearly and accurately?

Is the structure of the landscape consistent and easy to follow?

Is the tone of the landscape appropriate?

Does the reader have all the information necessary to assess the options?

4. Options

Do my options directly address the issue identified in the problem statement?

Do I assess the pros and cons of each option?

Did I apply all of the criteria to each option's assessment?

Are the options sufficiently different from each other to give the client a real choice?

Are all of the options within the power of my client?

5. Recommendation

Is my recommendation one of the options assessed?

Did I recommend only one of my options?

Did I explain why this recommendation is the best option, despite its flaws?