

STEPS TO COMPLETING POLICY EVALUATION PROJECT

- I. **Identify a social problem or social condition**
 - Look in the newspaper for ideas
 - Choose something of particular interest to you
 - State clearly why you are interested in the problem
- II. **Identify indicators of the social condition**
 - Find one relevant quantitative indicator from each of the following:
 - An almanac
 - A statistical yearbook
 - American statistics index
 - Locate sources related to the topic or problem using a computer search system, the library catalog, abstracts, and indexes
 - Obtain two books on your subject
 - Locate five scholarly journal articles on your subject
 - Locate two articles from mass publications
 - Locate one government publication related to your topic or problem from each of the following:
 - Congressional Information Service Index
 - Monthly Catalog of U.S. Publications
 - Congressional Record
- III. **Identify the nature of the problem**
 - Describe the problem:
 - Explain clearly what the problem is
 - Explain clearly why the problem is public concern
 - Present evidence of the existence of the problem
 - Quantitative (statistical or numerical) evidence
 - Qualitative (expert opinion, examples) evidence
 - List the factors underlying the problem
 - Identify the broad underlying factors
 - Identify the specific underlying factors
- IV. **Find the public policy, if there is one, dealing with the problem**
 - Describe the different solutions proposed or available and the solution adopted
 - Identify where the public policy originated—customs, Congress, bureaucracy, judicial or executive policy
 - Examine how and where the policy was initiated
 - Sometimes a policy has more than one source
 - Identify five important political actors or players who either supported or opposed the solution adopted:
 - State the issue position
 - State the power of each player
 - Identify at least two reasons why you included each player
 - Rank order the players by importance to implementing the solution
 - Identify whether the policy has been expanded or adjusted over time
 - State the conditions for the change
 - State the reasons for the change

- V. Identify the objectives, targets, or goals of the policy**
 - What was the policy supposed to do exactly?
 - What target population was supposed to benefit?
 - Is the solution curative? preventive? remedial?
 - What were the means or policy instruments used to achieve the goals or objectives?
 - How was the policy supposed to achieve its goal?
 - Policy tools-transfers? regulation? subsidy? tax?
- VI. Analyze who or what benefited and who or what was hurt by the policy**
 - Who seems better off, who is worse off?
 - Who paid the cost and who benefited?
- VII. Evaluate the success of the policy by examining whether the goals or objectives were achieved**
 - Match the goals with the outcomes
 - How can you tell the policy is working?
 - Did the targets benefit as expected?
 - What constraints prevented it from working well?
 - What do the experts say about the policy?

POLICY EVALUATION PROJECT WRITE-UP OUTLINE

When writing your evaluation, include a discussion, in order, of the following:

- I. An introduction which includes:
 - A brief description of the social problem
 - The context
 - Solution adopted to solve the problem
 - A statement which assesses the usefulness of the solution for solving the problem
- II. Subheadings identifying the discussion of:
 - The issue
 - The historical context or background
 - The objectives of the solution with justification
 - The critique of the policy response in meeting the objectives with justification
 - An assessment with a cost-benefit analysis
- III. A conclusion which restates briefly the context of the social problem and the justification of your critique of the solution

Do not forget to:

- Include a list of sources for all borrowed ideas, arguments, and data
- Use tables, charts, and graphs to illustrate data where necessary