

STEPS TO COMPLETING POLICY RECOMMENDATION PROJECT

- I. **Identify a social problem by examining newspapers or observing your environment.**
 - a. Choose a new problem (Healthcare) or choose an old problem (homelessness, poverty)
- II. **Conduct a policy evaluation of a policy addressing problems like or similar to the problem identified.**
 - a. For new problems, examine policies closely related to the problem or which indirectly address the problem.
 - b. For old problems, examine policies currently enforced which directly or indirectly address the problem
 - c. Be sure to identify the inadequacies of existing government policies you examine.
 - i. This step will aid in preventing you from proposing a policy solution that is already in force.
 - ii. This step also provides you with the depth and breadth necessary to recommend policy solutions.
- III. **Identify the goals or objectives to be achieved in an ideal solution to the problem you identified.**
 - a. What do you want to do about the problem?
 - b. What do experts say should be done about it?
 - c. What objectives are most important?
 - d. What desired outcomes are most important?
- IV. **Identify alternative solutions proposed to solve the problem.**
 - a. What public actions do experts propose to deal with the problem?
 - i. Identify at least three alternatives.
 - ii. Be sure you know the position and qualifications of the source of each alternative.
 - b. Identify which alternatives address the objectives and outcomes you stated as being most important.
 - i. Clearly distinguish between each alternative's objectives.
 - ii. Be sure to identify undesirable objectives stated by the experts who are supplemental or complementary to those which are desirable.
 - iii. What are the proposed outcomes of the alternative solutions?
 1. Identify the expected outcomes of each alternative
 2. Clearly distinguish between outcomes which are desirable and undesirable
 3. Match up the objectives you stated with the outcomes from each alternative
 - iv. Rank order the alternatives by preferred objective and outcome.
 1. Be able to justify which alternative best fits the objectives and outcomes you prefer.

2. Clearly distinguish between objectives and expected outcomes.

V. Who do experts say should perform the actions?

- a. Identify the level of government that will be responsible for the policy.
- b. Identify the government agency that will implement the policy.

VI. Identify the costs and benefits of each alternative.

- a. Examine all the real and implied costs.
 - i. Identify and justify three real costs and three implied costs.
 - ii. Describe how you would measure the costs
 - iii. Identify the data source used to measure costs.
- b. Examine all the real and implied benefits.
 - i. Identify and justify three real benefits and three implied benefits.
 - ii. Describe how you would measure the benefits
 - iii. Identify the data source used to measure benefits.

VII. Recommend the alternative that provides the greatest benefit for the least cost.

- a. Decide which benefits are necessary.
- b. Be able to justify all acceptable costs to achieve the benefits.

VIII. Identify at least five important political actors or players who are likely to either support or oppose your solution.

- a. Be sure you identify some players that are supporters and some that are part of the opposition.
- b. Identify the issue position, the power and priority of each player listed.

POLICY RECOMMENDATION PROJECT WRITE-UP OUTLINE

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

- I. An executive summary that includes:
 - a. A brief description of the social problem
 - b. The context
 - c. Previous attempts to solve the problem
 - d. Your recommendation
- II. Subheadings identifying the discussion of:
 - a. The issue
 - b. The historical context including previous or current policy responses
 - c. Evaluation (critique & assessment) of previous policy responses
 - d. Objectives of the ideal solution with justification
 - e. The critique of available alternatives with comparative cost-benefit analysis
 - f. Your complete recommendation with justification
- III. A conclusion that restates briefly the context of the social problem and justification of your 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.