INAF 6209 TechTactics | Wichowski

Assignment #4

**“What Next” Policy Memo – Template**

Decision-makers in government have extremely limited time and bandwidth. Prepare your policy memo to frontload important information, justify why it matters, and use appendices for related research and data.

**Length**

[Executive summary](#exec): 1 page

[Policy memo](#memo): 3 pages

Appendices: 7-10 pages (screen captures, charts, tables, graphs, research)

EXECUTIVE SUMMARY (1 PAGE)

MEMO

TO [NAME], [TITLE]

FROM [NAME], [TITLE]

RE [SUBJECT]

DATE [DATE]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Summary**

What you’re proposing, why, key next step (3 lines max)

*NOTE: we generally write this part once we’ve finished the memo*

**Background / Context**

Why this memo is necessary / matters for this agency/department/unit (1 paragraph)

**Recommendation**

What you’re proposing (1 paragraph)

**Next Steps**

3-5 actions to implement your recommendation (bullets, table, or numbered list)

POLICY MEMO (3 pages)

MEMO

**Proposal Title**: \_\_\_\_

**Background**: (why this proposal is necessary)

**Recommendation**: (what you’re proposing)

**Structure**: (what proposal looks like)

**Stakeholders**: (who this proposal matters to)

**Stakeholder Considerations**: (any sensitivities to be aware of)

**Timeline**: (when this should happen)

**Evaluation Criteria**: (how you’ll measure progress)

**What Success Looks Like**: (how you know you’ve achieved goal)

**Legal Considerations:** (any legal issues to be aware of)

**Financial Considerations:** (costs expected/ savings expected)