**[title of the report]**

**To: [Client]**

**From: [Your Name], Policy Analyst**

**Date: [Assignment Due Date]**

**Concern/Problem: [Your selected topic’s *Root Issue* written in statement form]**

**Executive Summary**

[Type your text here.]

**Statement of the Issue/Problem:** [Type your text here.]

**Policy Problem: [Shortened Title]**

[Type your text here.]

**Evidence or Pre-Existing Policies**

***[Evidence or Pre-Existing Policy]***

[Type your text here.]

***[Evidence or Pre-Existing Policy]***

[Type your text here.]

***[Evidence or Pre-Existing Policy]***

[Type your text here.]

**Policy Options**

[Type your text here.]

***[Alternative #1 Label]***

[Type your text here.]

Advantages

* [Type your text here]
* [Type your text here]
* [Type your text here]
* [Type your text here]
* [Type your text here]

Disadvantages

* [Type your text here]
* [Type your text here]
* [Type your text here]
* [Type your text here]
* [Type your text here]

***[Alternative #2 Label]:***

[Type your text here.]

***[Alternative #3 Label]:***

[Type your text here.]

**Biblical Worldview Perspective**

[Type your text here.]

**Recommendation**

[Type your text here.]

**Sources Consulted or Recommended**

[Type your text here.]

**Appendix A**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project the Outcomes Matrix** | | | |
| **Topic:** | | | |
|  | **[Criterion #1 Label]** | **[Criterion #2 Label]** | **[Criterion #3 Label]** |
| **[Alternative #1 Label]**  **Alternative’s Overall Value:** [Type your text here.] | **Data Collection:**   * [Data item] * [Data item] * [Data item]   **Projected Outcome:** [Type your text here.]  **Cost Analysis:** [Type your text here.] | **Data Collection:**   * [Data item] * [Data item] * [Data item]   **Projected Outcome:** [Type your text here.]  **Cost Analysis:** [Type your text here.] | **Data Collection:**   * [Data item] * [Data item] * [Data item]   **Projected Outcome:** [Type your text here.]  **Cost Analysis:** [Type your text here.] |
| **[Alternative #2 Label]**  **Alternative’s Overall Value:** [Type your text here.] | **Data Collection:**   * [Data item] * [Data item] * [Data item]   **Projected Outcome:** [Type your text here.]  **Cost Analysis:** [Type your text here.] | **Data Collection:**   * [Data item] * [Data item] * [Data item]   **Projected Outcome:** [Type your text here.]  **Cost Analysis:** [Type your text here.] | **Data Collection:**   * [Data item] * [Data item] * [Data item]   **Projected Outcome:** [Type your text here.]  **Cost Analysis:** [Type your text here.] |
| **[Alternative #3 Label]**  **Alternative’s Overall Value:** [Type your text here.] | **Data Collection:**   * [Data item] * [Data item] * [Data item]   **Projected Outcome:** [Type your text here.]  **Cost Analysis:** [Type your text here.] | **Data Collection:**   * [Data item] * [Data item] * [Data item]   **Projected Outcome:** [Type your text here.]  **Cost Analysis:** [Type your text here.] | **Data Collection:**   * [Data item] * [Data item] * [Data item]   **Projected Outcome:** [Type your text here.]  **Cost Analysis:** [Type your text here.] |

**Alternatives**

**[Alternative #1 Label]**

[Type your explanation here.]

**[Alternative #2 Label]**

[Type your explanation here.]

**[Alternative #3 Label]**

[Type your explanation here.]

**Criterion**

**[Criterion #1 Label]**

[Type your explanation here.]

**[Criterion #2 Label]**

[Type your explanation here.]

**[Criterion #3 Label]**

[Type your explanation here.]