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| **Group Responsibility Checklist** |

As you all start to create this policy memo it is important to understand in depth what each section is asking you to do. This will help you decide which member of the group would be the best to complete each section.

1. **Header:** MLA Format:

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| Group Member 1, Group Member 2, Group Member 3  Teachers Name  Course Name  Date | German Gallardo, Kayla Kohn, Sean Oh  Ms. Kohn  Economics  May 19, 2020 |

1. **Introduction (at least half a page):** Introduce your topic. This includes identifying the problem and defining any key terms. Here you will give us a bit of the background and context of the problem.

* What is the problem to be addressed?
* What was the event or series of events that was a catalyst for action?
* Is it a problem or crisis that demands immediate attention?
* Is the problem one of national security, economic development, diplomacy?
* What interest are at stake for the actor (e.g. level of government) over all?
* What populations are affected by the problem? (race, class, gender)
* Are all populations equally impacted by the problem?

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1. **Analysis Criteria (at least one page):** Establish the criteria with which you will evaluate the existing policy and policy alternatives. For example, cost, legality, efficiency and political acceptability represent possible evaluative criteria.
   * How should the identified problem be translated into goals? What should the goals be?
   * What is the relationship between those goals and the problem that was identified?
   * What government organizations are involved or should be involved in making this decision? Which should not be involved?
   * Are there interest (in the area) that should be considered?
   * What populations are affected by the problem? (race, class, gender)
   * Are all populations equally impacted by the problem?

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1. **Research Summary (at least one page):** Summarize the existing literature that addresses your policy issue, including online and print publications.

* What agency or organization implemented the policy? Was the policy implemented according to original design?
* Has the agency changed or skewed the policy to reflect its own interest and goals?
* Which changes were made from the original design and why are they important?
* In your opinion, could another agency have implemented the policy better?

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1. **Policy Analysis(at least one page):** Analyze the existing policy according to the evaluative criteria you have established. This analysis should also include the effects the policy has on different groups and any conflicts it creates among important values.

* Did the policy achieve its goals?
* Did the policy solve the original problem? Or did the policy solve a different problem than the one originally identified?
* What were the cost and consequences of the policy?
* Has every population benefited equally form the policy? If not does this impact the safety of all people?
* Did the policy achieve its goals at a reasonable cost?
* Overall, was the policy a “success” or a “failure”

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1. **Alternative Solution (at least one page):** Identify alternatives to your policy and evaluate each one individually, according to your established criteria. Discuss the advantages and disadvantages of each option. Keep in mind that you can combine alternative options into new ideas.

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1. **Conclusion(at least half a page page):** Conclude by recommending any changes in or alternatives to the existing policy, and briefly reiterate your rationale. Outline a plan for adopting an alternative, if applicable, and discuss the possible consequences of adopting your recommended changes.

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