

Policy Project Definition Worksheet

This worksheet is designed to help students conceptualize the essential elements of their capstone project. Completing this sheet and then discussing it with your instructor will ensure that your project will proceed smoothly. By the end of the second week, you must provide a version of this sheet which your professor approves as a basis for proceeding further with your capstone project.

What is your specialization and how does your project fit with your specialization	
Identify the action-forcing event that prompted the study.	
Identify the specific policy to be changed, including its jurisdiction. Indicate where the policy can be found.	
<p>What is your client's question driving the study? The question should reference a specific policy and what the client hopes to achieve by changing the policy. Examples:</p> <ul style="list-style-type: none"> • How can border policy be improved to better prevent human trafficking and smuggling to the United States from Mexico? • How can human rights policies in New York City alleviate age discrimination in the workplace? • What policy options exist for Assistant Secretary of State for Consular Affairs Janice L. Jacobs to decrease employment visa fraud committed by U.S. based high-tech companies in response to the recent discovery of visa fraud committed by Infosy? 	
Identify the client or recipient of the study.	
Identify your role or position. For example, if you are employed by the client, what is your job title or responsibility related to policy?	
Provide a source you will use to gather information for your problem assessment ; for example, data that provide a measure of the problem or describe the timeline.	
Identify specific data sources or documents to be used in your literature review related to specific or local information about your policy problem, scholarly literature, and/or best practices for addressing this kind of policy problem.	
Identify the stakeholders and their positions relative to the policy under study. Name actual officials, and, if relevant, the groups they represent. Stakeholders include policymakers and people employed by lobbying or professional associations.	
Identify at least three potential policy options. Make sure that these involve changes to the policy identified above.	

Approval by Professor: _____ Date: _____