<< INSERT BRIEF TITLE HERE >>

FOR: << Primary audience >> • PARTNERS: << Key partners >> • SDGs: << e.g., 11 • 3 • 13 >>

One-sentence summary

In one line: the problem + who should act + what to do. Example: “Create a protected School Corridor and a 30 km/h zone to cut crashes and enable everyday trips.”

Why it matters

3–5 sentences. Explain the local importance and urgency in plain language. Avoid jargon.

Evidence (key points)

• Point 1 with a source.
• Point 2 with a source.
• Local data or observation.

Options considered

Add a 3-row table: Status quo, Option A, Option B. Summarize pros/cons.

|  |  |  |  |
| --- | --- | --- | --- |
| Option | What it looks like | Pros | Cons |
| Row 1 |   |   |   |
| Row 2 |   |   |   |
| Row 3 |   |   |   |

Recommendations

1) Recommendation A — steps, owner, timeline.
2) Recommendation B — steps, owner, timeline.
3) Recommendation C — steps, owner, timeline.

What to do next (30–90 days)

Week 1–2: … Week 3–4: … Week 5–8: …

How we’ll measure success

• Metric 1 (target)
• Metric 2 (target)
• Metric 3 (target)

Credits & sources

List 3–5 links or footnotes. Example formats are in the Citations Quick Sheet.

Alt text (for accessibility): Describe your table/figure in one sentence.