The proposal is expected to consist of three main sections.

- 1. Introduction
- Context/reasons for the proposal: present the background of the proposal.
- Objective(s) of the proposal: state clearly the issue/problem.
 Describe what the issue/problem is, make sure it is not just a symptom of a larger problem; who is involved and why; what impacts your proposal will have.
- 2. Proposal: actions/measures in solving the problem
- Acknowledge your role: identify your accountability in solving the problem.
- Describe your ideal results: e.g. from legal, technological or other perspectives.
- Identify your obstacles: what is getting in the way? What are the biggest barriers?
- Create your strategies: identify the strategies or measures in overcoming the possible challenges and problems.
- 3. Conclusion: impact assessments
 - Identify the likely outcomes of the proposal, e.g. the economic and/or social benefits.