

Policy Checklist

By Jake R Brady

- Analysis
 - Analyse what is the purpose of the Policy.
 - Identify policy gaps, modifications and issues.
 - Identify Policy Custodian or delegate.
 - Identify those who may assist and those who are affected by the policy and any changes to it.
 - Identify possible supporting procedures, policies, Codes of Conduct and Guidelines.
- Research
 - Compare similar policies at other institutions or within similar contexts.
 - Review any relevant literature and good practice on the policy topic.
 - Analyse any relevant data.
 - Consolidate information.
 - Identify the policies, stakeholders, administrative and system requirements for the policy implementation.
 - Identify critical stakeholders both internal and external.
 - Identify the best ways to consult with Stakeholders.
- Drafting
 - Draft New Policy Proposal.
 - Take draft to stakeholders for feedback.
 - Re-draft as necessary.
 - Talk to those affected by the policy/stakeholders.
 - Consult with your stakeholders and provide feedback to the stakeholders on both the outcome of the consultation and the final Policy.
- Approvals
 - Submit for endorsement to committees or officers on the approval pathway.
 - Re-draft and re-consult if necessary.
 - Ensure that the policy also has the Policy Implementation and Communication Form.
 - Submit for final approval.
- Implementaion and Maintanance

- Undertake strategies outlined in Policy Communication and Implementation Plan.
- Keep abreast of changes both internally or externally that may affect the policy.
- The Policy Custodian or delegate should maintain an Issues log for the policy.
- Undertake evaluation and reviews as programmed.
- Tips
 - Use clear, simple policy language.
 - Clearly state the penalty for policy violations.