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.