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
- 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 Maintainance

Customize, print, share & USE this list at: checklist.com/policy-checklist
☐ 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.