Policy Checklist

Created: 12/28/2011

# Tasks:

☐ **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.**