

# 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.