



## Policy Development Stages Checklist

### A Guide for Users

<b>Stage One: Needs Analysis</b>	<input type="checkbox"/> Policy gaps/modifications/issues identified <input type="checkbox"/> <a href="#">Policy Custodian</a> or delegate identified <input type="checkbox"/> Identify those who may assist and those who are affected by the policy and any changes to it <input type="checkbox"/> Identify possible supporting procedures/policies/Codes of Conduct/Guidelines etc as well as policies that will be superseded <input type="checkbox"/> If new Policy complete <a href="#">New Policy Proposal form</a> <input type="checkbox"/> Based on the above, consult with the P&G Unit to determine as appropriate, an approval pathway, methodology and associated timeframe for approval <input type="checkbox"/> Follow the <a href="#">Procedure on the Development &amp; Management of UOW Policy and Flowchart</a> .
<b>Stage Two: Research</b>	<input type="checkbox"/> Where time permits, consider good practice. Compare similar policies at other institutions or within similar contexts. Look at how these address similar needs? How they are different? Why the difference? Review any relevant literature and good practice on the policy topic. <input type="checkbox"/> Analyse any relevant data <input type="checkbox"/> Consolidate information <input type="checkbox"/> Identify the policies, stakeholders, administrative and system requirements for the policy implementation. <input type="checkbox"/> Identify critical stakeholders both internal and external. Consider equity and diversity groups. <input type="checkbox"/> Identify the best ways to consult with Stakeholders. Different groups may require different methods. The timing of the consultation may also affect the method chosen. It may not always be possible to consult as widely as desired due to time and other constraints.
<b>Stage Three: Drafting</b>	<input type="checkbox"/> Draft policy using the <a href="#">Policy Template</a> . Ideally any supporting documentation such as procedures, forms, guidelines should be developed at the same time as the policy. <input type="checkbox"/> Take draft to stakeholders for feedback. Re-draft as necessary.
	<input type="checkbox"/> Talk to those affected by the policy/stakeholders – those who enforce it,



<b>Stage Four: Stakeholder consultation</b>	<p>monitor it, perform the tasks or act upon it.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Consider that you may have to go back to stakeholders several times to get feedback on drafts or guidelines.</li> <li><input type="checkbox"/> Consult with your stakeholders and provide feedback to the stakeholders on both the outcome of the consultation and the final Policy.</li> </ul>
<b>Stage Five: Approvals</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Submit for endorsement to committees/officers on the approval pathway. Re-draft and re-consult if necessary.</li> <li><input type="checkbox"/> Ensure that the policy also has the <a href="#">Policy Implementation and Communication Form</a> and <a href="#">the Web Content Form</a>.</li> <li><input type="checkbox"/> Submit for final approval to either <a href="#">Administrative Committee</a> and/or <a href="#">University Council</a> or the University Council's delegated authority.</li> </ul>
<b>Stage Six: Communication and Implementation</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Undertake strategies outlined in Policy Communication and Implementation Plan.</li> <li><input type="checkbox"/> P&amp;G Unit will place the Policy and Plan on <a href="#">Policy Directory</a>.</li> <li><input type="checkbox"/> All records associated with the policy need to be managed in accordance with the <a href="#">UOW Records Management Policy</a>.</li> <li><input type="checkbox"/> Remove all local level references to any policy this one supersedes on documents and web sites, ensuring consistent reference to this policy.</li> <li><input type="checkbox"/> Web links should refer to Policy Directory.</li> </ul>
<b>Stage Seven: Maintenance</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Keep abreast of changes both internally or externally that may affect the policy – a feedback mechanism can assist with this.</li> <li><input type="checkbox"/> The Policy Custodian or delegate should maintain an Issues log for the policy so that issues identified through implementation and training or ongoing education can be incorporated in subsequent review.</li> <li><input type="checkbox"/> Undertake evaluation and reviews as programmed.</li> </ul>