**POLICY IMPLEMENTATION PLAN**

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| --- | --- | --- |
| **Policy Name**  |  |  |
| **Person Responsible for Implementation** |  |  |
| **Division / Unit Responsible for Policy Ownership** |  |  |
| **Policy Effective Date** (date published) |  |  |

This plan should document how the policy will become operationalised and should include all actions required to communicate the policy, establish the required resources, provide training to staff, and any actions to ensure compliance with each of the policy requirements.

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| **Action** | **By Who?** | **Comments / Details** | **Date Due for Completion** | **Status** |
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