

Policy Document Development Timeline

STAGE 1: Concept and Brainstorming

- What is the problem I am trying to solve?
- Do I need a policy document?
- Who are my stakeholders and what is the best way to communicate my message to them?

STAGE 3: Preparation

- Stakeholders and other SMEs
- Any IT considerations?
- Identify interactions with delegations/New Futures/etc.
- Other impacts on budget / resources / business processes and required training

STAGE 5: Broad Consultation

Consult with stakeholders, Incorporate feedback and complete draft, submit to Policy Unit

STAGE 7: Publication and Communication

Once approved, Policy Unit to Publish. Ensure staff and / or students are engaged via relevant online communications

STAGE 9: Rescission (as appropriate)

A policy document must be rescinded by the appropriate approver and communicated to stakeholders

