Policy development plan  
Policy title here

*If using this template for your plan, delete sidebar from actual plan*

1.- 4. Check your completed Policy Proposal Form

7. Policy Stakeholders

8. EDI Impact Assessment Form and guidelines

9. Benchmark institutions

10. Policy Approval Bodies, Policy Report Template and tips, Policy Submission Checklist

11. Tips and Checklist for Communication

12. Implementation Plan Template and Tips

Tools

Date here

Agree the plan with all people involved in developing and drafting policy. Track progress against the plan throughout the process.

**Part 1: Background**

1. **Policy Owner** – Normally the area or unit who is mainly responsible for policy implementation
2. **Issue** – Outline why the Policy/Policy review is required.
3. **Scope** – Detailed parameters of the policy –what will be included/excluded from the policy. Will the policy be accompanied by procedures, forms or guides? If yes, include development of these in your implementation plan.
4. **Context** – Determine any policies, regulations and other related governance document, which may require amendments or is otherwise impacted by the policy development/review.

**Part 2: Approach to development/review**

1. **Roles and Responsibilities** – Specify who will maintain oversight of the policy development, and who has main responsibility for progressing the plan, who drafts policy, who revises draft policy etc.
2. **Timeline** – Agree overall timeline. Work back from expected approval date (committee meeting date), map out necessary consultation dates/meetings, possible working group meetings, other significant decision points.

**Part 3: Policy development/review plan**

1. **Identify Stakeholders and consult** – Identify all stakeholder groups, specify how and when they will be consulted. Assess format and complexity of each consultation to help you specify required time and methods.
2. **Impact Assessment** – Plan how principles of equality, diversity and inclusion will be considered and embedded in the policy and the policy development process.
3. **Benchmark exercise and other research** – Look into peer institutions and other organisations for best practice in the policy area.
4. **Approval pathway and formal consultation** – Determine who approves final policy, which university committees and/or subcommittees need to be consulted before final approval.
5. **Communication Plan** – Outline how, when and to whom new policy or policy amendments need to be communicated.
6. **Implementation Plan** – Specify who will maintain oversight of the implementation of the policy, and who has main responsibility for progressing and completing the implementation tasks. Draft a separate implementation plan to agree a timeline for all required activities and to assign responsibility for each activity.