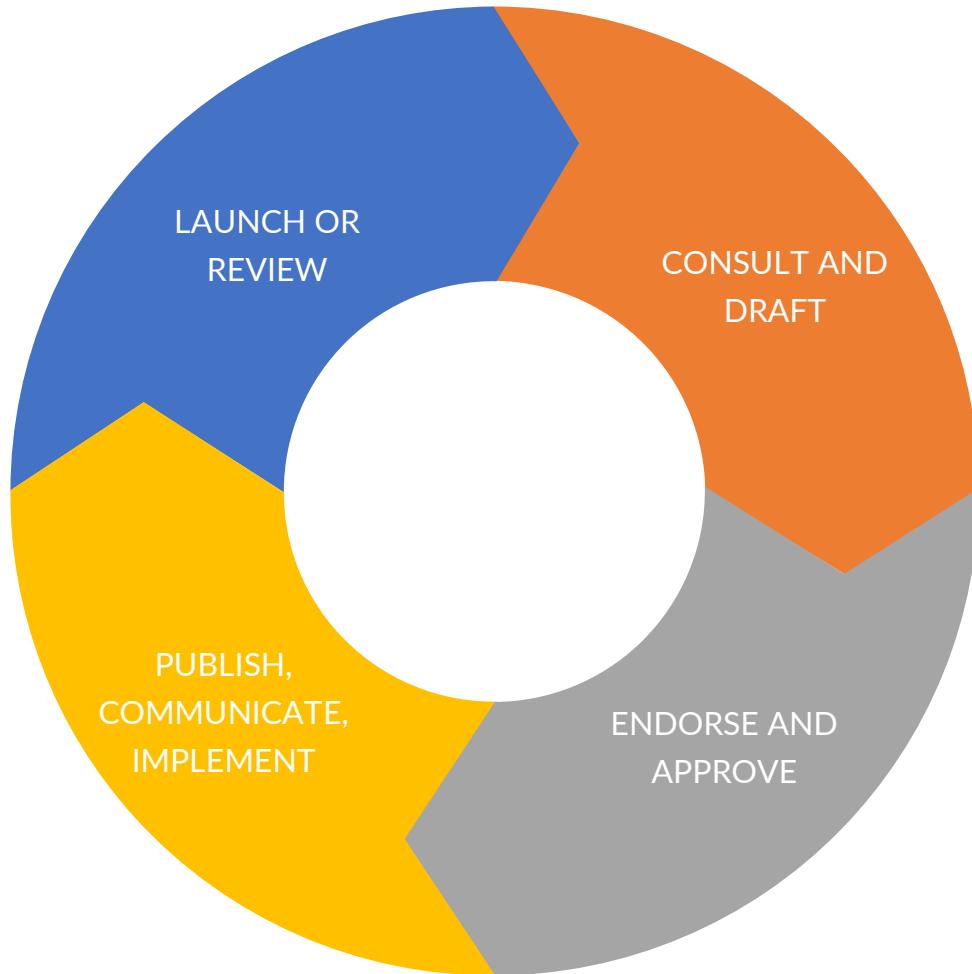


# POLICY DEVELOPMENT AND REVIEW LIFE CYCLE



## LAUNCH OR REVIEW

Need for a new policy is identified (e.g., Legislative requirement or new system or process)

- Advise Policy & Governance
- Announce via Viva Engage and/or E-Update

Existing policy document review (every three years)

- Use Brief Channel – within review date and/or minor changes
- Full Channel – past review change and/or major changes

## CONSULT AND DRAFT

- Identify stakeholders and establish reference group
- Consider how to include the student voice and whether a student policy review panel is required
- Ask Policy & Governance for clean word version, then create a draft in track changes
- Consult using existing committees and Policy DDS Bulletin Board (min of 2 weeks)

## ENDORSE AND APPROVE

- Seek Policy & Governance advice on structure of draft
- Check interaction with other policy documents
- Submit for endorsement and approval

## PUBLISH, COMMUNICATE, IMPLEMENT

- Arrange publishing with Policy & Governance
- Communicate with stakeholders and users
- Implement including associated new or changed processes, guidelines, webpages