
Policy Development and Review Process Flow Chart

Policy development usually follows a staged approach. The steps in each stage are defined in the following policy development flowchart.

Needs Analysis Identify specific issues that could trigger the need for a policy review or new policy development, such as a review date of an existing policy or an identified policy gap.

Contact the appropriate Governance and Academic Board members for advice and assistance as well as support to proceed with research and analysis of the policy issue.



Research Obtain and analyse relevant information that could inform the policy development/review.

Give consideration to the impact of the issue on other policies, stakeholders, administrative capability or systems development.

Assemble a policy development and review team

Research and analyse the policy issue



Development of Draft Policy or Discussion Document Refer to the Policy Framework for policy definitions and other critical information

Draw on the policy templates when amending an existing policy or drafting a new policy

Ensure any associated policies can be altered or modified as required

Refer to resources and training for policy writers



Consultation

Consult with identified stakeholders

Alert staff with regard to the policy development and review process

Document consultation and feedback



Approval

Submit the final draft of the policy for approval at a Governance Board meeting or otherwise at an Academic Board Meeting when the policy pertains to or impacts on academic issues

Archive policy approval and all associated documentation.



Communication and Implementation

Plan for effective communication and implementation

Publish the policy on the EIT website and inform EIT staff about the policy

Draw on supporting documentation where necessary to assist with implementation, for example, frameworks, forms, templates, instructions etc.

Maintain a record of progress against the communication and implementation plan



Review

Establish the date for review of the policy

Obtain feedback from stakeholders/users on effectiveness of policy

Measure outcomes and compliance