|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | **Document Implementation Form** | | | | | |
| **Document Title:** | | | | | 1. Administration  3. Consultation  2. Communication  6. Implementation  5. Training  4. Approval  7. Post Implementation | | | |
| **Statute** | | **Policy and Procedure** | | **Guideline** |  | | | |
| **Internal Procedure** | | | | |  | | | |
| **Document Sponsor:** | |  | | |  | | | |
| **Document Owner:** | |  | | |  | | | |
| **Date:** | |  | | |  | | | |
| **Step** | **Prompt** | | | | | **Comments** | **Check 🗹** | |
| ***Administration*** | Reference the document lifecycle flow chart in the Unitec Policy Framework Document | | | | |  |  | |
|  | Use the latest statute/policy/guideline template. | | | | |  |  | |
|  | When do you need to have the document implemented by? Set a timeline to help ensure a timely release of the document. | | | | |  |  | |
| ***Communication*** | Who is the audience for this document? This should help you with your content. | | | | |  |  | |
|  | List the ways the statute/policy/guideline will be communicated (remember the audience). | | | | |  |  | |
|  | Draft a communication detailing the existence of the document and its purpose (ready for its implementation). | | | | |  |  | |
|  | Who should questions be directed to (following implementation)? | | | | |  |  | |
| ***Consultation*** | Who are the stakeholders? | | | | |  |  | |
|  | How will you consult with these people e.g. meeting, email, referendum etc? | | | | |  |  | |
|  | What response is required e.g. email, verbal, track changes? | | | | |  |  | |
|  | Don’t forget to email the final draft to the Manager, I and P for QC. | | | | |  |  | |
| ***Approval*** | Which group/individual should approve this document; Council, Academic, CE or delegate? | | | | |  |  | |
|  | Where will approval be recorded? | | | | |  |  | |
|  | Don’t forget to send the document for approval when ready - document owner responsibility | | | | |  |  | |
|  | Ensure the document is posted on the intranet and wherever else necessary once approved. | | | | |  |  | |
| ***Training*** | Will anyone require training? Yes No If ‘yes’ then who? | | | | |  |  | |
|  | Who will develop the training package? | | | | |  |  | |
|  | Who will develop the training schedule? | | | | |  |  | |
|  | Who will deliver the training? | | | | |  |  | |
|  | When will the training take place? | | | | |  |  | |
|  | Is it one off or does it need to happen annually? | | | | |  |  | |
|  | Talk to People Capability and get advice on how this all needs to happen. | | | | |  |  | |
| ***Implementation*** | Ensure that resources are available to implement this document – talk to People Capability. | | | | |  |  | |
|  | Ensure that the resources have all the information they need. | | | | |  |  | |
|  | Ensure the Manager, I+P is up to date with the progress of the document. | | | | |  |  | |
|  | Deliver the communication detailing the existence of the document, its purpose and who questions should be directed to. | | | | |  |  | |
|  | Will a response be required to show the document has been read/understood? Yes No  If ‘yes’ then what kind of response; email acknowledgement, signature? | | | | |  | | |
|  | Keep a record of any questions asked (for use in future reviews). | | | | |  | |  |
| ***Post Implementation*** | The document now needs to be maintained – how often will it be reviewed. Does it need review outside of the review period identified on the document itself? The document owner is responsible for ensuring the document is always up to date and relevant. External/internal changes may mean that changes are required ahead of the review date. | | | | | | | |