

Developing the policy document

Researching, drafting and checking a policy document once the UEC has approved its Policy Document Concept Proposal (PDCP).

 Start / end

 Action

Start: PDCP approved at Initiation stage

PHASE 1

Research

1

TEAM DEVELOPING POLICY

Research and consider related policy documents

Review existing ANU policy documents that relate to or overlap with the proposed policy document.

2

TEAM DEVELOPING POLICY

Benchmark against best practice

Compare the approach with best practice and with comparable policy documents elsewhere.

PHASE 2

Draft and check

3

TEAM DEVELOPING POLICY WITH THE POLICY OFFICE

Draft the document text

Draft the policy document as set out in the approved PDCP, seeking advice and guidance from the Policy Manager.

POLICY MANAGER policy@anu.edu.au

4

TEAM DEVELOPING POLICY

Check compliance

Confirm the draft complies with legislation and the Policy Governance Framework.

5

TEAM DEVELOPING POLICY

If necessary: Prepare an implementation and communication plan

Complete the plan before the policy document is submitted for approval.

NEXT

Quality Assurance

Proceed to Quality Assurance stage

Before you move to Quality Assurance, check you have

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| ☐ Considered related policy documents | ☐ Benchmarked against best practice |
| ☐ Drafted the text with the Policy Manager's advice | ☐ Confirmed compliance with legislation and the framework |
| ☐ An implementation and communication plan (if required) | ☐ Kept to the scope of the approved PDCP |