Implementation plan template

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| In line with the [Policy Framework](https://www.uts.edu.au/about/uts-governance/policies/uts-policy/policy-framework), the implementation plan forms part of the policy approval documentation that goes to the approval authority. Policy owners must use this template to outline the key steps in implementing the policy. How to fill out this form1. You must complete section A and submit the implementation plan to the Policy Manager for input and guidance.
2. Submit implementation plan with the policy to the approval authority. The policy’s approval information must be recorded in section B.
3. The Policy Manager will record the implementation plan as part of the approval documentation in line with the [Records Management Policy](https://www.uts.edu.au/about/uts-governance/policies/uts-policy/records-management-policy).
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Policy owner:

Name of policy:

Approval authority:

Date of policy approval:

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| Section A. Implementation plan |
| Implementation task | Person/unit responsible | Timeline |
| 1. Who will promulgate the policy?
 |  |  |
| Provide details (for example, via email to key stakeholders): |  |  |
| 1. Do any existing systems or processes require changing?

Is a new system or process required? |  |  |
| Provide details: |  |  |
| 1. Is any training or other staff development required, and/or does existing training require updating?
 |  |  |
| Provide details (for example, whether the training is existing or requires development/purchase, is it in-house via NEO or other, does it require external trainers, who will own the training and who is responsible for updating the training content to reflect the new policy requirements): |  |  |

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| 1. Are any changes to online content required?
 |  |  |
| Provide details (for example, updates to a current site/new site/public website/SharePoint): |  |  |
| 1. Do any changes need to be made to the UTS Rules or Delegations?
 |  |  |
| Provide details (for example, a new or reassigned delegation): |  |  |
| 1. How will compliance with the policy be monitored?
 |  |  |
| Provide details (for example, check-ins with key stakeholders and users, alignment to annual management sign-offs, compliance framework): |  |  |
| 1. Are there any risks with the policy’s implementation?
 |  |  |
| Provide details (for example, uncertainty around ownership, relies on existing budgets for delivery): |  |  |

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| Section B. Approval of policy  |
| Name of approval authority |  |
| Date |  | Resolution number (where approved by the Vice-Chancellor use VC-dd-mm-yy).  |  |