

**Policy Cycle Stage 6 Template**

# POLICY DOCUMENT IMPLEMENTATION AND COMMUNICATION PLAN

**Policy Document Title(s):**

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| --- | --- | --- | --- |
| **Implementation / Communication Outcomes required** | **Action Steps** | **Responsibility** | **Timeline / Deadline** |
| *e.g.*  *All staff are aware of the Policy*  *Staff involved in X part of the Procedure are appropriately trained* | *e.g.*  *Article in This Week*  *News item on Faculty News pages*  *Online learning module developed*  *Workshop sessions* |  |  |
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*(See next page for authorization)*

**Implementation Officer** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Position Date

**Approved / Needs more work: (***delete one****)***

Approval Authority\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Position Date

\* The Approval Authority/ies refers to the position/s authorised in the [Delegations of Authority Register](https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policies/delegations-of-authority) to approve Policy Documents in a particular functional area. Where the application of a Policy Document has a significant impact on more than one functional area, co-approvers may be required. If unsure of the appropriate Approval Authority/ies, please contact the [Policy Unit](mailto:policy@mq.edu.au).

(1) A useful resource when considering communications issues is the Marketing Unit’s [Tips for Communicating](http://staff.mq.edu.au/services_and_facilities/marketing/online_resources/tips_for_communicating/).

# POLICY DOCUMENT ISSUES LOG

**Policy Document Title(s):**

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| --- | --- | --- | --- |
| **Implementation issues** | **Raised by** | **Strategy to address the issue** | **Timeline / Deadline** |
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