

Policy Cycle Tips Stage 6

Implementation and Communication

INTRODUCTION

Policy Cycle: Stage 1: Approval to Proceed
Stage 2: Drafting / Writing
Stage 3: Consultation
Stage 4: Document Approval
Stage 5: Publication
Stage 6: Implementation and Communication
Stage 7: Evaluation and Review

Now that the policy document has been published, implementation activities need to commence. These need to have been considered at the drafting stage, and finalised before the policy document is approved. If a document cannot be implemented there is no point in writing it.

IDENTIFY IMPLEMENTATION AND COMMUNICATION ISSUES

Use the Implementation and Communication [template](#) to identify:

- IT business system constraints or required changes
- methods of dissemination and communication (electronic, face-to-face, committee)
- administrative changes (who, when, how)
- measures to support ongoing enforcement of the policy document
- resources needed for implementation
- training, induction, briefings (who, when, how)
- monitoring, measuring and reporting on implementation and effectiveness of policy document.

ACTION TO ADDRESS THESE ISSUES

- Identify Action Steps that will need to be taken to address the relevant implementation and communication issues.

ALLOCATE RESPONSIBILITY

- Identify the position title of the person who is responsible for each action step.

TIMEFRAME

- Identify a timeframe or deadline for completing each action step.

NEXT STEPS

- Enact the Implementation and Communication Plan.
- Maintain a Log of issues that are identified with implementation using the 'Issues Log' [template](#).