Appendices:

Appendix C: Development, Approval and Implementation Process

Policy & Procedure Development/Approval/Implementation

Planning
- Administrator articulates need
- Engage LRM for consultation and process mapping
- VP Consultation - authorization to proceed
- Background Research
- Initial stakeholder engagement

Development
- Draft P&P documents
- Stakeholder consultation
- SME Consultations
- Revisions
- Implementation + Rollout Strategy and Communications Plan (consult with OE where required)

Review
- Share with appropriate committees
- Share with appropriate department/faculty leaders
- Determine approvals required
- Track with checklist

Approvals and Sign Off
- Administrator
- VP
- Executive (corporate policies)
- Board of Govenors (if nessasary)

Implementation
- Administrator conducts rollout + implementation
- Report back to LRM regrding implementation and effectiveness evaluation
- Set Review date (Maximum of 5 years)

*Policy Administrator to lead process with assistance from Legal and Risk Management (LRM)