1. Initiate and Plan

Executive Sponsor(s):
- Identify policy need or generate policy concept

Admin. Policy Coordinator:
- Receives policy concept
- Identify existing policy, procedure, or guidelines
- Verify Functional Owner
- Advise originator and propose alternative approach

Functional Owner:
- Identify policy need or generate policy concept
- Define policy goal
- Propose stakeholder, decision making and governance roles
- Develop timeline, stakeholder engagement plan, and identify templates

Stakeholders:
- Identify policy need or generate policy concept

Tools:
- 1.1 Policy initiation form
- 1.2 Timeline
- 1.3 Stakeholder engagement plan
- 1.4 Policy template
2. Develop and Review

Executive Sponsor(s)

Tools
- 2.1 Stakeholder input log
- 2.2 Training and support plan
- 2.3 Policy checklist
- 2.4 Policy final format

Admin. Policy Coordinator

- Engagement needed to draft policy?
  - No
    - Finalizes policy draft
    - Reviews and approves policy
  - Yes
    - Drafts policy
    - Documents input and participation

Functional Owner

- Monitors policy development process
- Performs quality check with checklist
- Publishes policy with effective date
- Updates policy history and archive

Stakeholders

- Provide input through forums, focus groups, surveys
- Develops training and support plan
### 3. Implement (Illustrative Activities)

<table>
<thead>
<tr>
<th>Phase</th>
<th>Executive Sponsor(s)</th>
<th>Admin. Policy Coordinator</th>
<th>Functional Owner</th>
<th>Stakeholders</th>
</tr>
</thead>
</table>
|       | • Provides public support for policy and reinforce communications  
          • Identifies and/or approve resources required to implement policy | • Provides input on the type of tools which may be required  
                                          • Provides links to any existing tools which may already be in place (if known)  
                                          • Assists with communication planning | • Designs or delegates the creation of supporting tools, including training materials, new processes, technology/controls, guides, etc.  
                                      • Coordinates deployment with communities of practice  
                                      • Provides Policy Coordinator with appropriate links and communication | • Tests and provides feedback on supporting materials and tools |
4. Maintain

**Executive Sponsor(s)**

- Identifies policy due for review and notifies owner

**Admin. Policy Coordinator**

- Reviews policy against metrics for compliance and ongoing feedback
- Is the current version effective?
- No
  - Is the issue policy content or support?
  - Yes
    - FO proposes changes to supporting tools and drafts updates to policy
  - No
    - Support
    - Reset review date and updates history
    - Reviews updates
    - Publishes and communicates changes
    - FO proposes changes to supporting tools and drafts updates to policy
- Yes
  - Identifies policy due for review and notifies owner
  - Initiates policy development process or retirement process

**Functional Owner**

- Provides feedback

**Stakeholders**

- Provides feedback