

C. Timeline

Stage	Completion Date

Appendix 1: Guidance on completing an implementation plan

The attached document was developed by the Policy Implementation Steering Group to support the consistent implementation of policy and accompanying procedure across the University. Although, this guidance has been written with that function in mind, the template could be used for any project that can be broken down into stages and has specific tasks assigned to a variety of roles/ people.

Note: Anything in (Brackets) is an example or instruction and should be deleted and replaced with information relevant to the policy being implemented.

Section A: Stakeholders

List all the stakeholders with initials by which the Plan will identify them. An example is provided.

Section B: Steps for Completion of Plan

Step 1: Break the project or policy development into stages and insert the title of each stage in a separate table.

Step 2: Detail the tasks to be completed for each stage in a separate row in each table (see example).

Step 3: Add the initial of all stakeholders to each table, one box per person/ responsible office/ area (see example).

Step 3: Once you have defined the tasks and listed the stakeholders, assign a person responsible for completing this using an X in the box that corresponds to the task and their initials (see example).

Example: In the first table you will see that there is an example of a task listed in the second row 'Research Attendance Monitoring Policy' and this has been assigned to the Vice President (Teaching, Learning and Students).

Section C: Timeline

The timeline should include completion dates for each stage of the plan.

Note: General Advice for the completion of the Implementation Plan.

The implementation plan was developed to support better communication and to ensure the right people are involved of each stage of policy development and should be written with reference to the 'Framework for the Development, Approval, Implementation, Monitoring and Review of Institutional Policy and Procedure (Student Experience Related)'. The Framework indicates what should be considered as part of the implementation of new and amended policy, however, it is

important that there is clear consideration of resources required, particularly where there may be a need to develop new or amend existing IT or student record systems.

In addition, the plan should indicate whether or not additional training may be required to facilitate implementation or whether a communications plan is required to ensure a consistent message across the University. A communication plan may well require a separate stage and include tasks around ensuring there is an article in eUpdate, local Newsletters, the 'President's Message' or even specific briefing or 'road shows', organised to ensure a two way dialogue as part of the consultation process.

The plan should identify the approvals process and identify tasks to ensure the implementation is evaluated and that the impact of the plan can be monitored and reviewed in the future.

The draft version of the plan, should accompany the policy throughout the development and approval process. A final version should be disseminated with any new or amended policy to support consistent implementation.