Policy Implementation plan  
Policy title here

Date here

Agree the implementation plan with all people involved in implementing the policy. Track progress against the plan throughout the process.

**Part 1: Introduction**

1. **Policy Scope** – Who and what the policy applies to.
2. **Document Scope** – For example: *This document sets out the terms of reference for the policy implementation process and lists the implementation tasks required and the parties responsible for progressing same.*

**Part 2: Roles and Responsibilities**

1. **Oversight** – Specify who will maintain oversight of implementation, particularly important when implementation spreads across different areas of the University.
2. **Lead** – Specify who has main responsibility for progressing and completing the implementation tasks.
3. **Other parties** – all units and individuals involved in policy implementation as per implementation task list

**Part 3: Implementation Task list**

The policy implementation task list outlines the detailed tasks for the implementation of this policy. It identifies the approval body which recommended and approved the tasks, the responsible unit/individual and a timeframe for the completion of each task.

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| **Implementation Task** | **Approved by** | **Responsibility for completion** | **Timeline/ Deadline** |
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