**[Insert Policy Document Name]**

**Implementation and Communication Plan**

Further description if needed

***IMPORTANT:*** *This is only a template to assist with the implementation and communication for new/updated policy documents. Less complex policy documents may not require as much detail as is contained in this template. Each Implementation and Communication Plan should be tailored to the circumstances of the particular policy document.*

Document Control

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Amendment** | **Distribution** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Document Approval

|  |  |
| --- | --- |
|  |  |

**Supported by:**

**……………………………………………………………………..** Date: **……………………**

(INSERT Business Owner name / title)

**Approved by:**

**……………………………………………………………………..** Date: **……………………**

(INSERT Project Sponsor name / title)

1. Introduction

The purpose of this plan is to define the implementation and communication requirements for the [new/updated] [policy document name], including how information about it will be communicated to the affected stakeholders. It will serve as a guide for implementation and communication of the [new/updated] [policy document name] and will be updated as needs change. This plan identifies and defines the roles of persons involved in implementation and communication.

*If this is a standard Implementation and Communications Plan intended to cover all or a grouping of policies, procedures or standards, please articulate which documents it will cover.*

1. Background

*Provide a brief outline of any background to the policy document ie; justification for the policy document, who commissioned the work on the policy document and where does it fit within the wider picture? The original Policy Document Concept Proposal or discussion paper on the policy document should give you suitable material to be inserted here.*

1. Objectives

*What specific outcomes will be achieved, and how will you measure these outcomes? The original Policy Document Concept Proposal or discussion paper on the policy document should give you suitable material to be inserted here.*

2. Stakeholder analysis

*This section identifies the key staff and other stakeholders in implementation. The original Policy Document Concept Proposal or discussion paper on the policy document should give you suitable material to be inserted here. The* [*Policy Document Consultation Guideline*](https://policies.anu.edu.au/ppl/document/ANUP_012208) *will also provide you with useful guidance on stakeholders. Examples have been provided in the table below and you can delete/add to make them relevant to your plan.*

| **Stakeholder(s)** | **College / School / Division** | **What do we need them to know?** | **What do they want to know?** |
| --- | --- | --- | --- |
| *Deputy Vice-Chancellor (Academic)* | *Office of the Vice-Chancellor* | *How the policy will be implemented* | *Are the strategic objectives being achieved?* |
| *Executive Director, Administration and Planning* | *Office of the Vice-Chancellor* | *Whether additional funding and/or resources are needed for implementation?* | *Will the policy have a budgetary or other resource impact?* |
| *College Deans* | *All Colleges* | *That their College will be subject to a new process.* | *What are the consequences for College operations?* |
| *College Education Committees* | *All Colleges* | *That a new academic process has been established.* | *How will this affect our academic standards? Do teaching staff have time/skills required to implement it?* |
| *School Managers* | *All Research Schools* | *That a new administrative process has been established.* | *How do we ensure academic staff can easily apply the requirement as part of their academic work?* |
| *Associate Director, Work Environment Group* | *Human Resources Division* | *Implications for work health and safety.* | *Implications for work health and safety.* |
| *President* | *ANU Students’ Association* | *That students are subject to new expectations.* | *How will this affect student expectations? How will students find out? Will this impinge on their studies?* |
| *Coordinator of Delegations* | *Corporate Governance and Risk Office* | *That our policy will require delegations* | *What are the likely delegations required, and what is the case for creating them?* |

1. Roles and responsibilities

*You need to consider and be clear about staff roles so that you don't duplicate responsibilities, and so that everyone is clear about what's expected of them.*

|  |  |  |
| --- | --- | --- |
| **Role** | **Responsibility** | **Name / position** |
| *Coordination* | *Overall coordination of the implementation and communication* | *Fred Smith, Associate Director (Facilities)* |
| *Enterprise systems* | *Liaising with the manager of the relevant enterprise system to discuss system changes.* | *Fred Smith, Associate Director (Facilities)* |
| *Training* | *Delivering training to staff responsible for applying new process.* | *Mary Brown* |
| *General communications* | *Preparing email announcements, newsletters, Facebook/Twitter posts, briefing sessions* | *Rachel Jackson* |
| *Web communications* | *Preparing a website with relevant briefing material, flow charts, forms, FAQs, contacts* | *John Black* |
| *Enquiries* | *Responding to emails and telephone enquiries from stakeholders* | *Peter Thompson* |
| *Delegations* | *Liaising with the coordinator of delegations to determine new delegations to be established* | *Fred Smith, Associate Director (Facilities)* |

1. Change Management

*This section can be included if the implementation of the policy document is likely to lead to one or more of the following: relocation of work area; elimination of positions; change to hours of operation; introduction of significant technological change; or a significant change to work practices or impact on conditions, including change that would be likely to lead to changed responsibility levels.*

*Where Change Management is required, organisational changes occurring as part of the implementation should be conducted in accordance with the* [ANU Enterprise Agreement](http://hr.anu.edu.au/employment-at-anu/enterprise-agreement) *(Section 73- Managing Change) and the* [ANU Organisational Arrangements Change Procedure](https://policies.anu.edu.au/ppl/document/ANUP_000812).

*This section should describe the planned change management activities that will need to take place as part of the project. Otherwise this section can be deleted.*

2. Implementation and Communication Plan

*This is a high level schedule for implementation and communication activities.*

| **ID** | **Activity** | **Description** | **Responsible officer** | **Scheduled start** | **Scheduled Finish** |
| --- | --- | --- | --- | --- | --- |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |

2. Risk management

*Identify and assess the risks to the successful implementation and communication of this policy document, and then how those risk should be managed. Please refer to the ANU Risk Assessment Matrix for further guidance on assessing risk (*[*http://risk.anu.edu.au/Resources.php*](http://risk.anu.edu.au/Resources.php)*). In identifying risks, consider the general academic, operational, reputational or other sensitivities (internally or externally to the University) about this policy document that can/may be expected.*

| **No.** | **Risk** | **Risk sources and impacts** | **Current Risk Treatment Strategies (Existing Controls)** | **Current Risk**  **(Controls in place)** | **Accept risk?** | **Current Risk Treatment Strategies (Additional actions to modify the risk rating)** | **Target Risk**  **(after new risk treatments)** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *1* | ***Risk title***  *Risk description.* | **Sources:**   * *xxx*   **Impacts:**   * *xxx* | * *xx* * *xx* * *xx* | **Consequence:**  *Moderate*  **Likelihood:**  *Likely*  **Risk Rating:**  *Moderate* | *Yes or No* | *1.1 xxx*  *1.2 xxx*  *1.3 xxx* | **Consequence:**  *Moderate*  **Likelihood:**  *Unlikely*  **Risk Rating:**  *Low* |
| *2* | ***Risk title***  *Risk description.* | **Sources:**   * *xxx*   **Impacts:**   * *xxx* | * *xx* * *xx* * *xx* | **Consequence:**  *Moderate*  **Likelihood:**  *Likely*  **Risk Rating:**  *Moderate* | *Yes or No* | *1.1 xxx*  *1.2 xxx*  *1.3 xxx* | **Consequence:**  *Moderate*  **Likelihood:**  *Unlikely*  **Risk Rating:**  *Low* |