**Purpose**

The purpose of this Implementation Plan is to assist Policy developers to document the key steps and resources that are necessary to implement the requirements described in University-wide Policies, Standards, Procedures and Guidelines (Documents).

**When to use this Implementation Plan**

This Implementation Plan should be used at three key stages:

1. when drafting a Document
2. when completing documentation to request final approval of the Document (ie the Phase Two Approval Form).
3. after approval of a Document, when the Implementation Plan is activated and monitored.

**Instructions for completing the attached Implementation Plan Table**

1. Insert the name and position title of the Responsible Officer and Contact Officer that is listed on your draft Document.
2. Identify and insert the name of the staff member responsible for delivery and management of the actions in this Implementation Plan.
3. Identify and insert details of the implementation tasks and actions, who will they be assigned to, any comments (eg contingencies) and the timelines.

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| **Tip** - Use the Implementation Plan as an iterative tool during the drafting process and remove any tasks and actions that are not feasible at a later stage |

1. Consider:
	1. Who needs to support the requirements set out in the implementation plan? Have the relevant people been consulted? For example, developers may want to contact the Division of Equity Diversity and Inclusion (email: edi@unsw.edu.au) to discuss how the requirements of the [*Equity, Diversity and Inclusion Policy*](https://www.gs.unsw.edu.au/policy/equitystatement.html)impacts upon the Document being developed.
	2. Identify any implementation issues that may arise, including:
* barriers to acceptance, such as system or environmental constraints
* additional costs/resources that may arise as a result of implementation
* contingency plans to offset any difficulties that may arise
* whether implementation could unwittingly marginalise any groups, such as culturally and linguistically diverse (CALD) people, people with a disability, those who have caring responsibilities, and/or people who identify as LGBTIQ.
	1. Consider whether staff or student training or development is required or whether changes are required to built or work environments. Include information about the categories of training, development or change and who will be responsible.
	2. Propose timelines, including checkpoints to monitor implementation success and effectiveness over time. This may include actions by the Contact Officer to monitor compliance with the approved Policy, Standard, Procedure or Guideline at regular intervals.

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| **Responsible Officer** | [Name and position title of the Responsible Officer listed on the Document] |
| **Contact Officer** | [Name and position title of the person listed as Contact Officer on the Document] |
| **Implementation Officer** | [Name and position title of the person who is responsible for the delivery and management of the actions in this plan] |

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| **Action** | **By who?** | **Comments** | **Date due for completion** | **Status** |
| Publish the approved Document | Governance |  |  |  |
| Notice in myUNSW and Inside UNSW | Governance |  |  |  |
| Notice to Divisional General Managers, Faculty Executive Directors and Compliance Manager | Governance |  |  |  |
| *[Insert communication tasks: e.g. email to key stakeholders]* | *[Implementation Officer may do this]* |  |  |  |
| *[Insert tasks to be completed]* |  |  |  |  |
| *[Staff development – e.g. Staff training day]* |  |  |  |  |
| *[Existing system upgraded with a new module to comply with Policy]* | *[IT]* |  |  |  |
| *[Update website content. Use inclusive language]* |  |  |  |  |
| *[Signage on campus installed]* | *[Estate Management]* |  |  |  |
| *[ET member financial delegation increased]* | *[Finance]* |  |  |  |
| *[Complete as required]* |  |  |  |  |