



Policy document quality assurance checklist

(Policies, procedures, standards and guidelines)

Document particulars

Document title	
Document ID number	ANUP_
Document type	.
Proposal type	Category

Meta data checklist

<input type="checkbox"/>	Has the policy document been assigned a clear, succinct and otherwise suitable title?
<input type="checkbox"/>	Has the policy document been classified as being a policy, procedure, standard or guideline?
<input type="checkbox"/>	Has the policy document been categorised as being either academic, administrative or governance?
<input type="checkbox"/>	Has the policy document been assigned a topic and sub-topic?
<input type="checkbox"/>	Has the policy document been assigned a custodian?
<input type="checkbox"/>	Has the policy document been assigned a Responsible Officer?
<input type="checkbox"/>	Has the policy document been assigned a Responsible Executive?
<input type="checkbox"/>	Has the policy document been assigned an effective date?
<input type="checkbox"/>	Has the policy document been assigned a publishing date?
<input type="checkbox"/>	Has the policy document been assigned to an ERMS folder?
<input type="checkbox"/>	Has the policy document been assigned an audience?
<input type="checkbox"/>	Has relevant legislation and other legal authorities been assigned?
<input type="checkbox"/>	Has the related content (if any) been assigned?

Content checklist

<input type="checkbox"/>	Is the document a policy? If so, does it only contain statements of principles, with operational detail incorporated in procedures, standards and guidelines?
<input type="checkbox"/>	Is there evidence that the policy document is consistent with relevant law and Federal higher education standards?
<input type="checkbox"/>	Is there evidence that the policy document is consistent (or is at least not inconsistent) with the ANU strategic plan 2021- 2025 , as well as the University's functions and values?
<input type="checkbox"/>	Is the policy document relevant, clear and easy to understand in its purpose and meaning?
<input type="checkbox"/>	Is there evidence that the policy document is sustainable and that consideration has been given to the regulatory/administrative burden of implementation on organisational units, groups and individuals across the University?
<input type="checkbox"/>	Is there evidence that the policy document is comprehensive, ensuring that any existing informal procedures and approval practices not outlined within a policy document are included?
<input type="checkbox"/>	Is there evidence that the policy document is holistic in its subject matter focus, incorporating all aspects of a general topic, rather than segregated into multiple policy documents?
<input type="checkbox"/>	Is there evidence that the policy document has undergone adequate consultation?
<input type="checkbox"/>	Is there evidence that the policy document has been thoroughly tested in development to ensure ease of implementation, and to ensure operational problems are identified and resolved prior to implementation?
<input type="checkbox"/>	Has the policy document been prepared using the official ANU policy document templates?

<input type="checkbox"/>	Has the policy document been prepared in a style consistent with the requirements of the ANU Writing Style Guide ?
<input type="checkbox"/>	Has the policy document been prepared in everyday plain English, applying the 'average person on the street' test?
<input type="checkbox"/>	Has the policy document been prepared with a logical structure and appropriate headings and sub-headings?
<input type="checkbox"/>	Has the policy document been prepared without the use of jargon, technical or legal terms, acronyms or abbreviations?
<input type="checkbox"/>	Has the policy document been prepared succinctly, being no longer than they absolutely necessary (preferably no more than 2 pages for policies)?
<input type="checkbox"/>	Has the policy document been prepared in definite, rather than vague language?
<input type="checkbox"/>	Has the policy document been prepared in gender neutral and gender inclusive language?
<input type="checkbox"/>	Has the policy document been prepared with consistent use of terminology (and for student-related policy documents, definitions are consistent with the Glossary: Student Policies and Procedures Policy)?
<input type="checkbox"/>	Has the policy document been prepared with current information in terms of use of names, titles, and references to law, other policy documents, delegations, web links and other documents?
<input type="checkbox"/>	Does the policy document clearly articulate relevant delegates or other decision-makers?

Concept proposal (for new policy documents) checklist

<input type="checkbox"/>	Has a Policy Concept Proposal Form (or discussion paper) been prepared and has it received in-principle endorsement by the Responsible Executive?
<input type="checkbox"/>	Does the Policy Concept Proposal Form (or discussion paper) articulate a clearly demonstrated academic or business need?
<input type="checkbox"/>	Does the Policy Concept Proposal Form (or discussion paper) articulate the objectives of the policy, procedure or standard?
<input type="checkbox"/>	Does the Policy Concept Proposal Form (or discussion paper) articulate a justification for the policy, procedure or standard, including an analysis of potential alternative ways, if any, of achieving the same objectives?
<input type="checkbox"/>	Does the Policy Concept Proposal Form (or discussion paper) articulate how the policy, procedure or standard accords (or is not inconsistent) with the strategic objectives of the University?
<input type="checkbox"/>	Does the Policy Concept Proposal Form (or discussion paper) articulate any relevant legislated or other mandated requirements?
<input type="checkbox"/>	Does the Policy Concept Proposal Form (or discussion paper) articulate the consultations to be undertaken on the policy, procedure or standard in development, identifying the stakeholders that are to be consulted?
<input type="checkbox"/>	Does the Policy Concept Proposal Form (or discussion paper) articulate a Responsible Officer and Responsible Executive?

Implementation and communication plan checklist

<input type="checkbox"/>	Has an Implementation and Communication Plan been prepared?
<input type="checkbox"/>	Does the Implementation and Communication Plan articulate a stakeholder analysis?
<input type="checkbox"/>	Does the Implementation and Communication Plan articulate an action plan?
<input type="checkbox"/>	Does the Implementation and Communication Plan articulate a change management plan?
<input type="checkbox"/>	Does the Implementation and Communication Plan articulate responsible staff?
<input type="checkbox"/>	Does the Implementation and Communication Plan articulate a risk management plan?
<input type="checkbox"/>	Does the Implementation and Communication Plan articulate success indicators?