POLICY CHECKLIST

- Identify the policy issue
- Identify and involve stakeholders
- Establish policy vision & goals
- Research sample policies
- Establish work processes
- Map the timeline
- Assign duties
- Draft policy
- Review with legal counsel
- Report progress regularly
- Review with stakeholders
- Submit for approval to authority
- Make final revisions
- Present to board/council
- Train staff on implementation
- Publicize results
- Celebrate success!