

New Policy Proposal & Checklist

Proposal

Proposed Name			
Purpose/Need			
Submitter		Date	

Approval to Develop Policy

Status	<input type="checkbox"/> Approved <input type="checkbox"/> More information needed <input type="checkbox"/> Deferred <input type="checkbox"/> Rejected	Date	
Notes			
Policy Owner			
SME to Draft			
Review Schedule	<input type="checkbox"/> 1 st quarter <input type="checkbox"/> 2 nd quarter <input type="checkbox"/> 3 rd quarter <input type="checkbox"/> 4 th quarter <input type="checkbox"/> TBD		

Initial Policy Draft

Status	<input type="checkbox"/> Submitted for review	Date	
Notes			

Communications Review

Status	<input type="checkbox"/> Approved <input type="checkbox"/> Needs Revision <input type="checkbox"/> Deferred <input type="checkbox"/> Rejected	Date	
Notes			
Announcements			
Publication			

Leadership Review

Status	<input type="checkbox"/> Approved <input type="checkbox"/> Needs Revision <input type="checkbox"/> Deferred <input type="checkbox"/> Rejected	Date	
Notes			
Announcements	<input type="checkbox"/> Approved Other:		
Publication	<input type="checkbox"/> Approved Other:		
Customer Review Team			

Customer Review

Responsible for Review			
Status	<input type="checkbox"/> Approved <input type="checkbox"/> Needs Revision	Date	

Notes	
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Publication

Status	<input type="checkbox"/> IT Staff Announcement	Date	
	<input type="checkbox"/> Announcement to non-IT audiences (if appropriate)	Date	
	<input type="checkbox"/> Policy published	Date	
Notes			