# **[Policy Title]**

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| **Overview** | |
| **Change Type** | New/ Revised / Deleted Policy |
| **Policy Owner** |  |
| **Approval Authority** |  |
| **Approval Date** | (Likely date; e.g. month and year) |
| **Effective Date** |  |
| **Scope and Application** |  |

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| **Matters to be Communicated** | |
| **What has Changed** | Identify the key changes that have been made (e.g. a policy has been rescinded and replaced by a procedure) |
| **Reason for Change** | Explain why the change has been made (e.g. from a review or business need) |
| **Consequences/Benefits of Change** | Outline how stakeholders will be affected by the change (e.g. is there something that staff and/or students need to start or stop doing?) |

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| **Communication Strategy** | |
| **Audience** | **Communication Strategy** |
| E.g. all staff / students / subscribers to email list | E.g. email / website update / seminar |
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| **Change Management** | |
| **Impact on** | **Change Management Strategy** |
| **People and Relationships** | Who exactly is impacted and what has been/will be done to enable and ensure they cope with the change/s. What training, advice, support, etc. is available, when and where? |
| **Processes and Procedures** | What processes are impacted /changed and what has been done to align them to the change/s. Are new procedures and guidelines available? |
| **Systems and Networks** | What systems are impacted /changed and what has been done to align them to the change/s? |

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| **Confirmation** | |
| Confirmation that people, process and systems capabilities are in place to give effect to the change (new /revised / deleted policy). | |
| **Assurance Provided by** | [Name, Position and Date] |