

This policy plan must be completed and sent to the Policy Advisory Committee (PAC) to begin the policy development process. This policy plan assist the PAC and the President's Council (PC) in determining the university's need for the proposed policy, evaluating risk associated with the policy, evaluating if the dedication of resources is commensurate with those risks, and will assist the responsible officer/policy owner in conducting a thoughtful review and assessment of what is needed to develop and implement the policy.

Rev: YYYY-MM-DD

Date Submitted:	PAC chair will complete				
Policy Title:	Click here to enter text.				
Responsible Officer:	Click here to enter text.	Email:	Click here to enter text.	Ext.	####
Policy Owner:	Click here to enter text.	Email:	Click here to enter text.	Ext.	####

I. NEEDS ANALYSIS

Outline the events or conditions that give rise to this policy. Why is this policy necessary?

Click here to enter text.

Reason for Policy. What is the policy's purpose?

The following points are merely guides to assist your drafting:

- State what legal, regulatory, financial, operational, accreditation, technological, and/or social requirements this policy addresses.
- Identify what advantages this policy will bring to the university.

Click here to enter text.

Overview of Policy Content

The following points are merely guides to assist your drafting:

- State clearly the problem this policy is targeting.
- At a high level, but precisely, state the way(s) this policy will solve this problem.
- Outline (some of) the procedures this policy requires of the university community that will deliver this solution.
- You may want to indicate, generally, the scope of the policy, e.g., what operational activities of the university will be affected, and what related areas will not be affected.

Click here to enter text.

Scope: Entities, Offices, and Other University Community Members Affected By This Policy

Click here to enter text.

II. IMPACT ANALYSIS

Risks Assessment -- In the absence of the proposed policy, what is the...	
Likelihood that unwanted behavior will occur?	Select Risk Level
If you answered medium or high, you must provide additional details to explain the answer. Click here to enter text.	
Severity of financial consequences?	Select Risk Level
If you answered medium or high, you must provide additional details to explain the answer. Click here to enter text.	
Severity of reputational consequences?	Select Risk Level
If you answered medium or high, you must provide additional details to explain the answer. Click here to enter text.	
Severity of health and safety consequences?	Select Risk Level
If you answered medium or high, you must provide additional details to explain the answer. Click here to enter text.	
Severity of management and operational consequences?	Select Risk Level
If you answered medium or high, you must provide additional details to explain the answer. Click here to enter text.	
Severity of privacy consequences?	Select Risk Level
If you answered medium or high, you must provide additional details to explain the answer. Click here to enter text.	
Overall risk if this policy did not exist?	Select Risk Level
If you answered medium or high, you must provide additional details to explain the answer. Click here to enter text.	
If not driven by risk, what other factors are driving the need for this policy?	
Click here to enter text.	
What recent incidents have prompted the request for this proposed policy?	
Click here to enter text.	
To what extent will the policy affect University employees (e.g., approximate number of employees or specific categories of employee groups?)	
Click here to enter text.	
What are the financial (human resource, technology, operations, etc.) or other resource impacts of implementing this policy (e.g., cost savings, start-up costs, new systems or software)?	
Click here to enter text.	
Identify what change to North Central University's culture and/or behaviors may be involved.	
Click here to enter text.	
Desired/required implementation date.	
Click here to enter text.	

III. FORMULATION AND MANAGEMENT PLAN

When answering the questions below, please carefully consider your responses to the risk assessment questions. As a rule, higher risk policies and those with greater impact to the university will need more frequent and extensive activities related to consultation, communications and training, enforcement and compliance, measures for effectiveness, and regular review. Higher risk policies should also offer less flexibility, discretion, and opportunity for exception.

List the individuals who will fill the specified roles below.	
Responsible Officer (responsible for policy oversight)	Click here to enter text.
Policy Owner (responsible for formulation, implementing, and managing the policy)	Click here to enter text.
Policy Contact (first point of contact for policy users)	Click here to enter text.
To what extent will the policy allow for discretion or flexibility?	
Click here to enter text.	
What are the best practices in this area and how will they be incorporated into this policy?	
Click here to enter text.	
If relevant, what is the criteria and process to be used to grant exceptions to the policy?	
Click here to enter text.	
What targeted communications and training activities will be used to build awareness and enable effective implementation of the policy?	
Click here to enter text.	
What existing or new mechanism(s) will be used to achieve policy compliance? What is the anticipated frequency of the monitoring?	
Click here to enter text.	
How frequently will this policy undergo a comprehensive review (typically one to four years, depending on the level of risk)?	
Click here to enter text.	
Stakeholders who will be consulted in formulating this policy.	
<i>List the stakeholders, individuals, departments, committees, and communities, most affected by this policy that you will consult in formulating this policy.</i>	
Click here to enter text.	