



UNIVERSITY OF
LIMERICK
OLLSCOIL LUIMNIGH

University of Limerick

**POLICY
MANAGEMENT
TOOLKIT**

APPENDIX D: Toolkit

[POLICY TITLE]

Implementation, Monitoring and Review Plan

Key for policy author:

- Use all sections and add additional sections only if absolutely necessary,
- Text in [square brackets] is to be replaced by the relevant text as required by the policy,
- Red text is guidance, to be deleted upon completion.
- Each header is linked to a quick style which should be used to populate the table of contents.

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1 Introduction

This document is an internal policy management tool for the implementation, monitoring and review of [policy title]. Each policy adopted by the Governing Authority of the University of Limerick is adopted with the approval of a process for implementation, a mechanism for monitoring the University's performance throughout its lifecycle and review of the policy at an appointed review date.

This document will be used throughout the policy's lifecycle as a means of ensuring that the policy is implemented and maintained and ultimately to ensure that it is kept current and relevant for the needs of the University.

2 Implementation

2.1 Introduction

This section summarises the key considerations for implementing [policy document title] following its enactment on [date, following its adoption on date] by the Governing Authority.

2.2 Communications Strategy

The following table sets out the required communications actions to be completed to ensure successful implementation of the proposed policy:

| Stakeholder Group | Communication Channels | | | | | | | | Date | Responsibility |
|---------------------------------------------------------------------|------------------------|---------------------|----------|---------|--------------|---------|--------|-------|--------|----------------|
| Internal Bodies | Briefing | Information Session | Workshop | Meeting | Staff E-zine | Website | E-mail | Other | | |
| Student body | [y/n, repeated below]] | [y/n] | [y/n] | [y/n] | [y/n] | [y/n] | [y/n] | [y/n] | [date] | [position] |
| All Academic Staff | | | | | | | | | | |
| All Research Staff | | | | | | | | | | |
| All Staff | | | | | | | | | | |
| Governing Authority | | | | | | | | | | |
| Executive Committee | | | | | | | | | | |
| Academic Council | | | | | | | | | | |
| Management Council | | | | | | | | | | |
| [Other committees/ boards/ groups, add additional rows as required] | | | | | | | | | | |
| Deans/Divisional Directors/Heads | | | | | | | | | | |
| Head of Department/Unit/School | | | | | | | | | | |
| Graduate School Managers | | | | | | | | | | |
| Faculty Managers | | | | | | | | | | |
| UNITE | | | | | | | | | | |
| Students' Union | | | | | | | | | | |
| Student Advisers | | | | | | | | | | |
| Student Services Units | | | | | | | | | | |
| External Bodies | Briefing | Information Session | Workshop | Meeting | Staff E-zine | Website | E-mail | Other | | |
| HEA | | | | | | | | | | |
| QQI | | | | | | | | | | |
| IUA | | | | | | | | | | |
| NUI | | | | | | | | | | |
| Office of the Ombudsman | | | | | | | | | | |
| Recognised Colleges | | | | | | | | | | |

2.3 Training

In addition to the communications requirements of the policy's adoption outlined above, the policy requires the following training to take place to ensure effective implementation:

| Role | Training requirement |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| [QA Manager] | <ul style="list-style-type: none"> • [Use of software package XXX] • Project management • New procedure] |
| Describe roles, not individuals | Set out specific training requirements, including certification where appropriate. |
| Add additional rows as required. | ... |

2.4 Resources

Implementation of the proposed policy is likely to require the following resources:

| Category | Training requirement |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Human resources | Any specific human resource requirements (through hiring, temporary reassignment, temporary employees, etc.) which may be required to support implementation. |
| Cash expenditure | Any specific expenditure anticipated to facilitate successful implementation (printing, new IT systems, etc.) |
| Capacity resource requirements | Estimate the resource requirement in terms of employee/departmental capacity requirements to successfully implement the proposed policy. |

2.5 Required Actions

The primary actions required to support implementation are:

| Action | Responsible role | By when |
|-------------------------------------|------------------------|-----------------|
| [Implement communications strategy] | [Head of department] | [End March '19] |
| [Issue new forms] | [Department secretary] | [End April '19] |
| [... add new rows as required] | [...] | [...] |

3 Monitoring

3.1 Introduction

This section summarises the key requirements for the ongoing monitoring of and demonstration of compliance with the policy as implemented.

It also tracks any notable monitoring events or issues with the implementation of the policy following its approval by Governing Authority.

3.2 Resource Requirements

Ongoing monitoring of the policy area is likely to require the following resources:

| Category | Training requirement |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Human resources | Any specific human resource requirements (through hiring, reassignment, etc.) which may be required to support the policy throughout its lifecycle. |
| Cash expenditure | Any specific expenditure anticipated to facilitate the sustained implementation of the policy |
| Capacity resource requirements | Estimate the resource requirement in terms of employee/departmental capacity requirements to successfully enforce the adopted policy and any associated procedures throughout its lifecycle. |

3.3 Reporting Requirements

Set out if it is anticipated that the policy gives rise to any specific reporting requirements and their nature. Is there likely to be any statistical summaries of the outcomes of any procedures? Should any governance or management body receive updates arising from the policy? If so how regularly?

For instance: "The Head of Department will provide an annual summary of the outcomes of the disciplinary procedure to the HR subcommittee"

3.4 Monitoring Outcomes

The following table is used to summarise any identified issues, significant events and considerations regarding the policy throughout its lifecycle:

| Date | Description | Action |
|--------|---------------------------------------------|-----------------------------------------|
| [date] | [Description of the event or issue arising] | [Action taken to resolve the situation] |
| [...] | [...] | [...] |

4 Review

4.1 Introduction

This section is completed at the appointed review date for the [policy title]. It establishes the need for revision or amendment to the policy and accompanies any subsequent policy proposal.

4.2 Evaluation Checklist

| Question | y/n | Detail |
|-----------------------------------------------------------------------------------------------|-------|-----------------|
| Has the legal or regulatory environment for the policy area changed? | [y/n] | Provide details |
| Is the policy still consistent with the rest of UL's policy suite? | [y/n] | Provide details |
| Does the policy compare favourably with established effective practice in the policy area? | [y/n] | Provide details |
| Have there been significant monitoring events associated with the policy area since approval? | [y/n] | Provide details |

4.3 Required Action

| Action | Responsible role | By when |
|----------------------------------------------------------------------|-----------------------------|---------------------------------------------------|
| Complete Proposal using the Policy Proposal Template | [Relevant Policy Developer] | [In time for the next approval committee meeting] |
| Complete new draft policy using the UL Policy Template | [Relevant Policy Developer] | [In time for the next approval committee meeting] |
| Update the Implementation, Monitoring and Review Plan for the Policy | [Relevant Policy Developer] | [In time for the next approval committee meeting] |
| [any additional actions] | [...] | [...] |