|  |  |  |  |
| --- | --- | --- | --- |
| Document Name:Document Number: |  | Approval Authority  | Document Owner  |
|  | Insert Name | Insert Name |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Working Group Members (Suggest 5-7) | Insert Name | Insert Name | Insert Name | Insert Name | Insert Name | Insert Name |
| Insert Name | Insert Name | Insert Name | Insert Name | Insert Name | Insert Name |

**Table 1: Proposed timelines and milestones to meet document review timely completion within 3 months**

Where minimal work is required to review a governance document – timelines can be significantly reduced.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  Week commencing | Activities/Tasks | Key Date Range | Deadline Meeting | Comments |
| Month 1 |
| Week X | 1. Policy will advise the Document Owner of the Scheduled Review.
2. Where a review is required earlier than the scheduled review date the Approval Authority and Document Owner will complete a Governance Document Request Form ([GDRF](https://policy.federation.edu.au/forms/Governance_Document_Request_Form.pdf)) and submit it through [ServiceNow](https://federation.service-now.com/pq).
3. The Document Owner may nominate a Document Editor to lead the process which may include:
* Identifying Working Group members relevant to the document speciality (these may have been identified in the GDRF, if applicable)
* Contacting the Working Group members to confirm availability and commitment to the 3-month process.
* Setting-up communication site and sharing proposed timeline with the Working Group members
* Confirming that the Working Group members can access the documents.
* Advising that all changes to documents must use track changes to ensure information is accurately transcribed into the Policy Administration Management System (PAMS)
 |  |   |   |
| The Document Owner may determine that assistance and support from the Policy Advisor would be beneficial and may choose to either:* Invite the Policy Advisor to be a member of the Working Group
* Invite the Policy Advisor to assist with the document’s structure, flow and readability and some content where a Working Group is not required.
 |
| Week X | 1. Document Owner accesses word document version if they do not have a current copy.
2. Document Owner sends document to review and appointments to Working Group members
 |  |   |  |
| Week X | 1. **Meeting 1** – Early discussion, suggestions and reflections overall and from Working Group members. Delegation of writing/coordination of section content to Working Group members where appropriate.
 |  | Add meeting date |  |
| Week X | 1. Document Owner develops Draft 1 for review based on feedback.
2. More meetings can be scheduled if further drafts are required, depending on feedback received.
 |  |  |  |
| Month 2 |
| Week X | 1. Document Owner develops FINAL Draft based on feedback
 |  |   |  |
| Week X | 1. Document Owner will send the final version to the Policy via [ServiceNow](https://federation.service-now.com/pq) requesting document to be input into PAMS.
2. Policy will acknowledge the request and transcribe the document into PAMS.
3. Policy will send the new version to the Document Owner to confirm accuracy.
4. Document Owner reviews PAMS version and confirms accuracy or provides further amendments.
5. Final amendments or confirmation of accuracy provided to the Policy.
6. Document Owner may request the release of the document for university-wide comment (UWC) if the Approval Authority requests it.
7. The Document Owner will provide a few points advising what changes have been made to the document for the FedNews Item.
8. The Policy Office will place the document out for university-wide comment for 10 working days and publish a FedNews item inviting comment.
 |  |  |  |
| Week X | 1. Open for university-wide comment - (Week 1)
 |  |   |  |
| Week X | 1. Open for university-wide comment - (Week 2)
 |  |   |  |
| Month 3 |
| Week X | 1. The Policy Systems Administrator will collate feedback from the 10-day university-wide comment period and provide it to the Document Owner.
2. The Document Owner considers feedback.
3. The Document Owner discusses feedback with the Working Group member.
 |  |   |   |
| Week X | 1. The Document Owner edits document using track changes if applicable and sends final version to the Policy.
2. Policy transcribes any additional edits into in PAMS.
3. Policy sends the Document Owner the final version in PAMS to confirm accuracy.
4. The Document Owner confirms accuracy of the document and seeks approval to publish from the Approval Authority.
 |  |  |  |
| Week X | 1. The Document Owner forwards the approval to Policy through [ServiceNow.](https://federation.service-now.com/pq)
2. The Document Owner provides the Policy Office with a draft outlining changes made to the document for a FedNews item, if required.
3. Policy will publish the document via PAMS and publish a FedNews item, if required, advising the University Community of the updated document.

  |  |  |  |

* AA: Approval Authority
* DO: Document Owner
* UWC: university-wide comment
* PAMS: Policy Administration Management System

End of document