

Departmental Policy Proposal

1. Executive Summary

[Brief overview of the proposal, main objectives, and anticipated outcomes.]

2. Background and Rationale

[Description of the current situation, issues prompting the policy, and why new or revised policy is necessary.]

3. Policy Statement

[Clear and concise articulation of the proposed policy.]

4. Objectives

- [Objective 1]
- [Objective 2]
- [Objective 3]

5. Scope

[Define the coverage and applicability of the policy: who and what is included/excluded.]

6. Implementation Plan

1. [Step 1: Action or milestone]
2. [Step 2: Responsible person or group]
3. [Step 3: Timeline or deadline]

7. Roles and Responsibilities

- [Role 1: Description]
- [Role 2: Description]
- [Role 3: Description]

8. Monitoring and Evaluation

[Methods for evaluating effectiveness of the policy and process for review.]

9. Budget and Resources

[Outline the resources or budget required, if applicable.]

10. Consultation Process

[List of consulted parties and summary of their input.]

11. Appendix

[Additional documentation, charts, or references.]

