

Administrative Policy Recommendation Template

Policy Title

Enter policy title here

Date

Prepared By

Name, Department/Unit

1. Purpose

State the intended purpose of the recommended policy.

2. Background

Provide a brief summary of the issue or circumstances prompting this recommendation.

3. Recommendation

State the recommended policy or action.

4. Rationale

Explain the reasoning behind the recommendation.

5. Implementation Plan

Describe steps, resources required, timeline, and responsible parties.

6. Impact and Risk Assessment

Discuss potential impacts, benefits, and risks of the recommendation.

7. Consultation

List individuals, groups, or departments consulted. Summarize feedback received.

8. Appendices (if any)

Appendix	Description
e.g. Appendix A	Description or title