



# Policy Management Lifecycle

## TRIGGER & DEVELOP

Identify owner and engage relevant stakeholders; Agree objectives, scope and structure; Colaboratively craft content.

## PUBLISH, DISTRIBUTE & TRAIN

Identify appropriate audience; Identify effective communication means; Deliver trainings; Establish mechanism for policy changes acknowledgment.

## ARCHIVE, REVIVE OR DISPOSE

Confirm need; Backup latest version; Archive superseded versions; Confirm archiving requirements; Perform safe all media disposal.

## REVIEW & APPROVE

Schedule initial and follow up reviews; Gather feedback; Ensure content is enforceable; Address concerns; Collect formal approvals.

## ASSESS, UPDATE & REPORT

Set timeframe to attest implementation/s; Evaluate quality based on test cases; Gauge the level of understanding; Address gaps through trainings and/or content update/s.