# NEW Policy-Procedure Review Form

# Introduction: How to Use This Template

When developing policies, soliciting feedback from key stakeholders is imperative to ensure clarity, accuracy, and usability of the resulting document. To receive the highest quality feedback, it’s a good idea to provide some structure to the feedback process to help reviewers remain focused.

This tool can also be used to review guidelines documents.

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| **Policy Name:** |  |
| **Reviewer Name:** |  |
| **Feedback Due Date:** |  |

# Purpose

The purpose of this Policy Draft Review Form is to provide structure for the feedback being solicited from you for [name policy]. While the majority of this form is designed to focus commentary to facilitate its integration into the final [name policy] document, there are also opportunities to provide general comments throughout this form.

## General Feedback

Please answer the questions below with a “Yes” or “No” response. For all “No” responses, please provide a rationale with recommendations in the Comments column.

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| **Questions** | **Answers (Yes/No)** | **Comments** |
| Were the goals and objectives of the policy accurately and clearly stated? |  |  |
| Were individuals and processes affected by the policy accurately and clearly stated? |  |  |
| Were individuals and processes excluded from the policy accurately and clearly stated? |  |  |
| Were relevant laws and regulations governing the policy accurately and clearly stated and explained? |  |  |
| Were all key terms and acronyms used in the policy accurately and clearly defined upfront? |  |  |
| Is the owner of the policy clearly stated with contact information provided? |  |  |
| Are all related policies and procedures completely and clearly documented? |  |  |

## Specific Policy Feedback

Please answer the questions below with a “Yes” or “No” response. For all “No” responses, please provide a rationale with recommendations in the Comments column.

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| **Questions** | **Answers (Yes/No)** | **Comments** |
| Is the policy complete? |  |  |
| Is the policy written as a series of clear prescriptive (permitted) and proscriptive (not permitted) statements? |  |  |
| Is the policy information presented in a logical order? |  |  |
| Does the policy provide sufficient detail in order to avoid misinterpretation? |  |  |
| Does the policy remain focused on rules and directives instead of step-by-step procedures? |  |  |
| Does the policy directly support business goals and objectives? |  |  |
| Does the policy facilitate (vs. impede) business processes and activities? |  |  |
| Is the policy consistent with the culture of the organization? |  |  |
| Does the policy meet commonly accepted ethical and legal standards? |  |  |
| Are consequences for non-compliance with the policy accurately and clearly explained? |  |  |
| Do you believe that the consequences for non-compliance with the policy are fair? |  |  |
| Do you believe that the policy is enforceable by the organization? |  |  |

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| **Other Considerations** | **Comments** |
| What is working well with the process and policy? |  |
| Does this policy have known points of failure, and if so, what improvements would reduce these failure points? |  |
| If compliance with this policy is part of measuring its effectiveness, how do you assess compliance? |  |
| Are there audit findings to consider? |  |
| What common questions have been asked since the past review? Are they on particular clauses or section of the policy? |  |
| When considering policy language through the stated equity lenses, are there any potential barriers to compliance with the policy or disparate impacts created by a policy and/or related documents (FAQ, procedures, appendices)?  a. Equity lens:  ethnicity, race, religious expression, veteran status, people of color, people who identify as women, age, socio-economic, people with both apparent and non-apparent disabilities, gender identity and expressions, sexual orientation and Indigenous population |  |
| Describe the potential barrier or disparity |  |
| Specify how the potential barrier/disparity might be mitigated/not mitigated |  |
| Explain the process used to arrive at the determination |  |
| State how those impacted by the identified disparity were consulted |  |
| Does this policy still align with other associated policies? |  |
| Are the impacted audiences still the same? |  |
| Are changes needed to reflect current titles, changes in authorities for the individuals who play a role in the policy? |  |
| Are there new documentation requirements/changes? |  |
| Are there FAQs to be added? |  |
| Are the procedures still correct? |  |

## General Policy Comments

Make additional comments or recommendations not addressed by the questions above.

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Thank you for completing this form. Your input is greatly appreciated. Please return a copy of this completed form to [insert name] by [feedback due date].

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