**Policy life cycle summary**

The life cycle of policies depicted here serves as the basis for current development of a system for managing the policy set of the University.

1. **Policy development**
   - Policies are created on prescribed templates available on the UP Policy website.
   - The UP Policy website contains the following documents:
     - Policy Development Guidelines
     - Policy Development Templates
     - Policy Development Cover Memo for submission for approval
     - Glossary of Terms
   - The Policy Management System electronically allocates a policy document number to a draft policy document.
   - Policy author determines access and security levels.

2. **Policy management and quality control**
   - Policies are managed by a policy administrator on the Policy Management System.
   - Quality control is the responsibility of the policy administrator.
   - Policy administrator checks the following:
     - Policy for compliance with template
     - Policy for compliance with language, style & other requirements
     - Policy for legislative compliance
     - Policy Development Cover Memo for compliance with template
     - Translated version of policy

3. **Policy approval**
   - Draft policy and Cover memo follow predetermined route for submission to final approval authority.
   - Approval granted by specific approval authority.
   - Reference number generated from meeting minutes of approval authority and referenced on document history table.

4. **Policy promulgation/publication**
   - Policy Management System adjusts status and number of new document.
   - Policy Management System contains controlled versions of all current policies.
   - UP Policy website gives "read" access to UP community on the UP Intranet.
   - UP website gives "read" access to selected policies to the external community.
   - New approved policy is published on the Intranet on the UP Policy website.

5. **Policy review**
   - Policy Management System flags policies to be reviewed on an ongoing basis according to predetermined review dates.
   - Designated review groups review policies for policy owners.
   - Policy Review Process to be completed within three months.
   - New staff - familiarise with the policy set.
   - New Staff - familiarise with policy development/review process.

6. **Policy archiving**
   - Policy Management System stores superseded/revoked/archived versions of policies/sections of policies.
   - Access available on request.

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