

## Policy Development Checklist

Characteristics	Yes	No	Notes
<b>General</b>			
The proposal helps in the University's intent of achieving its goals and objectives			
The Policy proposal conforms to Life University's philosophy of SLP			
All relevant stakeholders have been consulted with their views duly considered			
The Policy proposal complies with all relevant laws and statutes			
<b>Policy Format</b>			
The policy formatting and language is consistent with the guidelines			
The template was applied consistently and correctly as stated in the features guidelines			
<i>Effective Date</i>			
<i>Approval Date</i>			
<i>Revised Date</i>			
<i>Purpose</i>			
<i>Additional Authority</i>			
<i>Scope</i>			
<i>Approval Authority</i>			
<i>Responsible Authority</i>			
<i>Recipients</i>			
<i>Publications</i>			
<i>Definitions</i>			
<b>Policy Content</b>			
The proposal has been adequately titled and the title reflects the statement and intent of the policy			
The right authorities have been considered and provided			
The definitions are appropriate and brings clarity to the policy			
Procedures are clearly detailed in steps and phases			
There is a clear distinction between the policy statement and procedure in the proposal			
The policy proposal intent and statement conflicts with another policy			