 

Policy implementation plan

Version 1.0

**Digital Transformation Agency**



© Commonwealth of Australia (Digital Transformation Agency) 2025

With the exception of the Commonwealth Coat of Arms and where otherwise noted, this product is provided under a Creative Commons Attribution 4.0 International Licence. (<http://creativecommons.org/licenses/by/4.0/legalcode>)

The Digital Transformation Agency has tried to make the information in this product as accurate as possible. However, it does not guarantee that the information is totally accurate or complete. Therefore, you should not solely rely on this information when making a commercial decision.

Digital Transformation Agency is committed to providing web accessible content wherever possible. If you are having difficulties with accessing this document, please email [communications@dta.gov.au](mailto:communications@dta.gov.au).

Version: 1801

Policy implementation plan

This template helps ensure the structured and comprehensive implementation of whole-of-government policies, promoting transparency, accountability, and consistency across various stakeholders and agencies involved in the process. Remember to save your own version of this document before making any changes.

### Policy overview

Include the following information in the policy overview:

* Policy Title
* Policy Owner
* Policy Lead Agency
* Policy Sponsor (if applicable)
* Policy Contact Details
* Date Approved
* Policy Effective Date
* Policy Expiry Date (if applicable)
* Version Number

#### Brief description

Provide a short summary of the policy, including its objectives, rationale, and scope. Clearly articulate the intended outcomes of the policy.

### Policy objectives

#### Primary objectives

List the primary objectives of the policy.

#### Secondary objectives

List any secondary objectives or additional outcomes.

### Stakeholder identification & engagement

#### Key stakeholders

Identify government agencies, industry bodies, community groups, and other relevant stakeholders impacted by or involved in the policy.

#### Stakeholder roles

Define roles for each stakeholder—e.g., decision-maker, implementer, reviewer.

#### Engagement strategy

Outline how and when stakeholders will be engaged throughout the implementation process, such as consultation sessions, briefings, and updates.

### Implementation timeline

#### Key milestones and deadlines

Outline key milestones for the implementation, from preparation to full deployment. Include clear timelines and deadlines. Use the table below:

|  |  |  |  |
| --- | --- | --- | --- |
| Milestone | Description | Responsible party | Deadline |
| Policy approval | Formal approval of the policy | [Agency] | [Date] |
| Policy launch | Public release of the policy | [Agency] | [Date] |
| Training delivery | Training for impacted staff | [Agency] | [Date] |
| Full implementation | Policy in full effect | [Agency] | [Date] |

### Resource requirements

#### Budget

Identify any funding requirements or resources needed for implementation—include funding sources, if applicable.)

#### Staffing

Outline staff required to implement the policy, including training requirements and roles.

#### Technology/tools

Identify technology systems or tools required to support the policy implementation, if applicable.

### Risk management

#### Risk identification

List potential risks associated with the implementation of the policy. Consider operational, financial, legal, and reputational risks.

#### Mitigation strategies

For each identified risk, provide strategies to mitigate them. The table below can help:

|  |  |  |  |
| --- | --- | --- | --- |
| Risk | Likelihood | Impact | Mitigation strategy |
| [Risk description] | [low/med/high] | [low/med/high] | [Mitigation strategy] |

### Compliance and monitoring

#### Monitoring and evaluation

Detail the approach for monitoring the policy’s implementation and compliance. Specify how outcomes will be measured, who will perform evaluations, and the frequency of reporting.

#### Reporting requirements

Specify how progress will be reported to stakeholders, including any mandatory reporting to central agencies, departments, or the public.

### Training and communication

#### Training requirements

Identify training needs for staff, stakeholders, or the general public to support the policy implementation.

#### Communication strategy

Outline how the policy will be communicated to stakeholders, including internal government staff, agencies, and external stakeholders. Consider using communication channels like email, workshops, websites, or public announcements.

### Review and continuous improvement

#### Review plan

Describe the process for reviewing the policy implementation, including scheduled review dates and criteria for success.

#### Continuous improvement

Provide a mechanism for incorporating feedback and lessons learned into future iterations of the policy.

### Legal and legislative considerations

#### Legislation

Identify any legislation that underpins the policy. Specify how the policy aligns with or supports existing laws or regulations.

#### Compliance obligations:

List any legal obligations that the policy must meet and detail any measures to ensure compliance.

### Dependencies and interdependencies

#### Related policies/programs

Identify any related or overlapping policies, programs, or initiatives that this policy depends on or impacts. Clarify how these interdependencies will be managed.

#### Inter-agency coordination

Detail how coordination between different government agencies will occur during implementation.

### Policy exit strategy (if applicable)

#### Transition plan

If applicable, provide a plan for phasing out the policy once its objectives have been met or if circumstances change.)

#### Exit criteria

Define the criteria that would signal the end of the policy's lifecycle.

### Contact information

#### Policy lead

Provide the contact details of the person responsible for leading the implementation.

#### Support team

List other key contacts for support during the implementation.