 

Policy implementation plan

Version 1.0

**Digital Transformation Agency**



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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.