

New Governance Document Owner / Author Development Checklist

1. <i>Go to Intranet - Gov Doc Search Page – Propose A New Document.</i> Once approved you will receive an email advising that the Gov Doc template is ready for you to write up.	<input type="checkbox"/>
2. <i>Sections</i> - Complete document by section, note mandatory sections to complete have “(Required)” in brackets next to the Title in “Select a Section”.	<input type="checkbox"/>
3. <i>Related Documents</i> – Add any BHS Policy/Protocol/Guideline that relate to your document.	<input type="checkbox"/>
4. <i>Add References - Website Links</i> and ensure the link is directing to the website correctly.	<input type="checkbox"/>
5. <i>Add References - Appendix Documents</i> and also check that any appendix word document footers are updated to the current Governance Document Code and Year. Please ensure that your appendix documents are uploaded as PDF files.	<input type="checkbox"/>
6. <i>Add References - Book References</i> that are required to reference your sources of information. Note: all reference descriptions must be typed in the APA format please.	<input type="checkbox"/>
7. <i>Invite Stakeholders</i> - to review the Governance Document via the Stakeholders section. Note: stakeholders will get an email notification as soon as their name is entered into the stakeholder section.	<input type="checkbox"/>
8. <i>Open For Comments</i> - Enter date to enable the stakeholders to comment on the document.	<input type="checkbox"/>
9. <i>Respond to stakeholder</i> - This will close comments received. Any Stakeholders that did not respond to your invite and comment on the document must be removed from the Stakeholders list. Ensure that you note their name in the version comment box prior to deletion.	<input type="checkbox"/>
10. <i>Document Details and Ownership / Version Comment Box:</i> Note invited Stakeholders who haven’t responded and any Committees that have agreed to the new Gov Doc here.	<input type="checkbox"/>
11. <i>Status Check List</i> – Do all areas have a green tick? If yes go to step 11. If no, review any areas with a red cross and correct to ensure all areas have a green tick.	<input type="checkbox"/>
12. <i>Close For Comments</i> – Add date. This will open the Draft Completed Date.	<input type="checkbox"/>
13. <i>Draft Completed Date</i> – Add date. Once done, the document will be submitted for Ratification to the relevant committee and you will be notified of the outcome.	<input type="checkbox"/>