## <u>New Governance Document Owner / Author Development Checklist</u>

1. Go to Intranet - Gov Doc Search Page - Propose A New Document.	Once approved you will receive an email advising that the Gov Doc template is ready for you to write up.       Image: Sections - Complete document by section, note mandatory sections to complete have "(Required)" in brackets next to the Title in "Select a Section".         3. Related Documents – Add any BHS Policy/Protocol/Guideline that relate to your document.       Image: Section - Add any BHS Policy/Protocol/Guideline that relate to your document.         4. Add References - Website Links and ensure the link is directing to the website correctly.       Image: Section - Complete Appendix Documents 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.         6. Add References - Book References that are required to reference your sources of information.       Image: Section - Add format please.         7. Invite Stakeholders - to review the Governance Document via the Stakeholders section. Note: stakeholder section.       Image: Section - Section
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