



# YMCA NSW

## Policy Implementation Plan

### Purpose

The purpose of the Implementation Plan is to identify the implementation steps and communication strategies for new or substantially amended policies or procedures.

Policy/procedure name	
Policy owner	
Implementation Plan Business owner	

### Implementation Objectives

#### Desired outcome

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- *What is the implementation plan to achieve*

#### Timeframe

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- *Target date or period of implementation of policy or procedure*

#### Key stakeholders

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- *List key stakeholders effected by policy/procedure change*

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### Policy Implementation Plan

### Change Impact Analysis

The applicable Policy Working Group Business Owner has responsibility for the Change Impact Assessment, Working Group Review and the approved Policy Implementation Plan and deployment

The Policy Manager has responsibility for overall change control and compliance reporting.

Change Impact	Y/N	Current State (as is)	Future state (to be)	Actions required (what/how)	Responsible person or role (who)	Timeframe (when)
Workload Impact	Y	Policy and procedure combined. Work Instructions Business rules	Updated overarching policy with procedures		Policy Owner	May 2016
Human Resources impact	Y	Online training module	Updated online module	Update online training module and release for all staff within MACY	Learning and Development	August 2016
Induction Impact	Y	Policy and training module not currently in Induction	Policy read and online module is to be included in Induction Program	Induction program to be updated to include policy read and online module	Learning and Development	September 2016
Capability Impact	N					
Financial Impact(Capex/op ex)	Y		Implementation of policy will increase council charges by 5% in recreation sites. CS will not be effected	Increased costs to be adjusted in recreation site budgets	Recreation GM/Finance	October 2016 for 2017 budgets
Reputational Impact	N					
External Stakeholder Impact? (Council,	Y	Current payments to council partner are ....	Policy implementation will increase payment by 5%.	Budgets to be adjusted in Recreation budgets	Recreation GM/Finance	October 2016 for 2017 budgets

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Change Impact	Y/N	Current State (as is)	Future state (to be)	Actions required (what/how)	Responsible person or role (who)	Timeframe (when)
DEC)						
<i>Workload Impact</i>	Y	<i>Brochure detailing policy</i>	<i>Updated brochure</i>	<i>ELT to determine continuation of brochure Update brochure and redistribute</i>	<i>ELT Brochure owner</i>	<i>June 2016 July 2016</i>
<i>External Stakeholder Impact? (Council, DEC)</i>	Y	<i>CS – DEC has copies of CS policies</i>				

### Testing

- Is pilot testing required of the implementation process? – detail testing process and outcomes from testing and what remedial actions have been implemented*

### Risk/Challenges

- What are the identified risks for the implementation process*

### Measures

- What measures will be used to monitor implementation*

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### Communication Process

#### Policy Display

- Where will the Policy be displayed? E.g. YHUB (Intranet ), External Website, Policy Folders or displayed at sites

#### Communication Method

Indicates medium to be used to communicate message or conduct activity- (add rows when necessary).

Communication description (what)	Audience (who receives)	Purpose/Key Message (why)	Media (how)	Responsible person or role who develops message	Responsible person or role who delivers message	Timeframe for communication
Board announcement	All Staff and clients	Demonstrate executive sponsorship, emphasize purpose and benefits	Video, email, or hard copy	Chairman		
CEO letter	All staff	Demonstrate executive sponsorship, emphasize purpose and benefits	Letter delivered via hard copy or email	CEO		
Staff Message	All staff		Y Manager	Policy Owner		
Client Message	All clients		Website Message	Communications Manager		

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### Training

Is training required for this policy?

Yes  No

- *Provide reasoning*

Training delivery date

- *Target date or period of training*

Training method

*Indicates medium to be used to conduct training - (add rows when necessary).*

Training description (what)	Audience (who receives)	Purpose (why)	Media (how)	Responsible person or role who develops training	Responsible person or role who delivers training	Timeframe for completion
<i>Online training module</i>	<i>All staff</i>	<i>Assessment component required</i>	<i>Online via MACY</i>	<i>L&amp;D</i>	<i>L&amp;D</i>	<i>31.01.16</i>
<i>Face to face training</i>	<i>Centre Managers</i>	<i>Mandatory training for all CM's – will build awareness, create discussion and gather feedback</i>	<i>Face to face sessions</i>	<i>Policy Owner</i>	<i>Regional Managers</i>	<i>30.06.16</i>

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## Policy Implementation Plan

Implementation Plan sign off

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Policy Owner and Implementation Business Owner acknowledge that Implementation of policy/procedure is complete.

Date:

Signature of Policy owner:

Signature of Implementation Business owner:

**Please send completed Implementation Plan to Policy Manager.**

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### Policy Manager use only

Date plan received	
Date plan reviewed by PWG	
Date request approved by Transformation Committee	
Implementation plan finalised	
Comments/Actions	

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