Part 5
Writing implementation plans

What is a policy implementation plan?

- Sits alongside policy, but an internal document

- Plan for:
  - How will the policy principles be realised in the organisation?
  - How will the policy be communicated to staff?

- Timeframes

Implementation plans

Policy implementation plan at Bodleian Libraries:

3 x Sections

- Implementation
- Oversight
- Communication

Implementation plans

Policy implementation plan at Bodleian Libraries:

3 x Sections

- **Implementation**
- Oversight
- Communication

Implementation section

[Internal documentation – content removed from slides]

Implementation plans

Policy implementation plan at Bodleian Libraries:

3 x Sections

- Implementation
- **Oversight**
- Communication

Outtake from implementation plan

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Implementation plans

Policy implementation plan at Bodleian Libraries:

3 x Sections

  - Implementation:
  - Oversight
  - **Communication**

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Implementation plans

Policy implementation at Cambridge University Library:

3 x aspects

- **Governance: 3 new groups needed (minimum)**
    - Digital Policy & Strategy Group
    - Standards Group
    - Born-Digital Archiving and Digital Preservation Implementation and Governance Group
- **Communication:** *Comms Plan (current and future sections), detailling social media, website and policy briefing events*
- **Implementation:** *to be led by the Director of the Digital Transformation Programme (TBC)*

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Lessons learnt

- The final policy is not the end point, only the beginning

- Do not lose momentum

- Set away time for the communication aspect

- Update your plan as things change or milestones are reached