

Digital Preservation Policy: Implementation and Communication Plan

Document history

Date	Version	Author	Change Details

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1. Purpose

The purpose of the implementation plan and its relationship to the policy

2. Scope

The scope of what is covered by the implementation plan

3. Review

Who will update and review the implementation plan? Where will progress on the implementation plan be reported?

4. Summary of approach

A summary of the activities which will be undertaken in order to implement the policy. These may for example cover areas such as:

- Policy governance
- Strategy and planning
- Funding and business cases
- Communication of policy

5. Detailed approach

5.1. Policy governance

What individuals or groups will oversee the new policy? What groups will be created, if the governance does not currently exist to support the policy?

What institutional risk registers (if any) should the policy feed into?

What are the key dates to complete this task?

5.2. Strategy and planning

What strategies and planning documents (if any) should the policy feed into to ensure its implementation.

What are the key dates to complete this task?

5.3. Funding and business cases

How will the required policy changes be funded? If there is a funding gap, what business cases will be made to address this?

What are the key dates to complete this task?

4.4 Communication of Policy

4.4.1. Audience

What departments and key senior staff need to be aware of the policy?

- List
- List
- List

4.4.2. Detailed communication plan

<i>Internal communication to staff</i>		
Task	Time frame	Completed
Example: The Policy will be made available on the staff intranet	The planned date for when task will be completed	Date(s) when task was completed
Example: 2 x all staff briefing days will be held in Springer/Winter		
Example: Meetings will be held with senior management teams		
Example: The policy will be integrated into induction material for new staff		

<i>External communication</i>		
Task	Time frame	Completed
Example: The Policy will be made available on an externally facing website	The planned date for when task will be completed	Date(s) when task was completed
Example: The Policy will be communicated through social media activities		