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|  | Digital Preservation Policy: Implementation and Communication Plan |

**Document history**

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| Date | Version | Author | Change Details |
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**FOR INTERNAL CIRCULATION ONLY**

1. **Purpose**

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

## Scope

## The scope of what is covered by the implementation plan

1. **Review**

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

1. **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

1. **Detailed approach** 
   1. **Policy governance**

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

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

What are the key dates to complete this task?

* 1. **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?

* 1. **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**

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| ***Internal communication to staff*** | | |
| **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* |  |  |

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| ***External communication*** | | |
| **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* |  |  |