

Please complete this electronically-fillable questionnaire:

Policy Suite Health Diagnostic

A. Our **policy suite**

is built on a standardized documentation framework
properly differentiates policies, standards, and guidance
is well organized and easy to navigate
is not inflated with duplicate statements of the same rule
conforms to an approved enterprise-wide policy writing style

B. We have verified that our active **policy documents**

all use the same internal structure
are worded clearly and unambiguously
use consistent in the terminology used to refer to the same item
are as concise as possible
are written in a **respectful** tone of voice
indicate the authority that approved them
have a specific review date bound to them

C. Our **policy creation** and **revision processes** are

proactive, timely, and responsive
documented and transparent
systematic, streamlined, and efficient
rarely hindered by internal power struggles

D. Within the organization,

policy **compliance** is at an acceptable level
policy **enforcement** mechanisms are documented and clear
escalation and appeal processes are documented and clear
both policy writers and subject matter experts share a **common vision** and
understand **policy writing principles**

Scoring

15 or more points: managing relatively well; problems correctable by increasing rigour around process

10 to 14 points: struggling in several areas; major work required; moderate risk to the business

9 or fewer points: policy machine is broken; expert attention required; major risk to the business

