

Implementation Assessment
Describe the resource implications for implementing the policy (e.g., financial, human resources, technology, operations, training, education, culture)?
Click here to enter text.
Identify stakeholders who will be involved in policy development.
Click here to enter text.
Identify best practices and how they will be incorporated into the policy.
Click here to enter text.
Describe manager discretion or flexibility in implementing the policy.
Click here to enter text.
Identify the criteria and process to allow exceptions.
Click here to enter text.
Describe communication and training to build awareness and enable effective implementation of the policy.
Click here to enter text.
Describe the existing or new mechanisms to ensure policy compliance.
Click here to enter text.
Indicate the projected timeframe for policy development or the estimated or desired policy effective date.
Click here to enter text.

Responsible Executive Approval
Comments
Click here to enter text.
Responsible Executive Approval
Signature: Date:
Send this completed University Policy Plan for legal review and comment to: James L. Jarvis, Jr. Associate Counsel 511 Capen Hall jjarvis@buffalo.edu

University Legal Counsel Review and Approval
Comments
Click here to enter text.
Legal Approval
Signature: Date:
Send this legal-reviewed and approved University Policy Proposal to: Responsible Office (contact information on reverse side) and Policy, Compliance and Internal Controls 420 Crofts Hall, North Campus plojacon@buffalo.edu