Writing an E&AS Policy or Procedure

Related policy: No.1.1.1 Writing E&AS Policies & Procedures

Title:	Writing an E&AS Policy or Procedure
Applies To:	Department of Engineering & Architectural Services employees
Information Contact:	Division responsible for managing the policy and answering questions
Effective Date:	7/1/2015
Last Update:	7/1/2015
Approved By:	/s/
	William Frare
	Assistant Director, Engineering & Architectural Services

Background

This procedure applies when an E&AS employee begins writing a new or updating an old policy or procedure.

Participants include:

- E&AS employees

Summary of Tasks

Action By	Action
E&AS Management Team	1. At least annually reviews guidance and identifies policies and procedures to be written or revised.
	2. Assigns author.

Author / Subject Matter Expert	3. Contact the E&AS Policy Advisor to report which policy procedure is being created or updated.
	4. Contacts DES Rules and Policy manager for initial topical assessment.
E&AS Policy Advisor	5. Tracks proposed additions to E&AS Policies & Procedures.
	6. Informs the author of any archived policies or related documents that pertains to the subject for reference.
Author / Subject Matter Expert	7. Identifies legal and regulatory authorities for the activity the policy/procedure is to cover.
	8. Identifies stakeholders and parallel activities that may concern the policy/procedure being written or updated.
	9. Researches the history of the activity, risk factors, issues, and how other entities handle the activity.
	10. Drafts policy based on research and issues, consulting stakeholders periodically as needed.
	11. Sends policy/procedure draft to Project Manager (PM) and Contracts Specialist for review.
Project Manager / Contracts Specialist	12. Reviews document for content changes only. Looks for "gaps" (i.e., inconsistencies in intent, technical content – where applicable – logic and logical presentation) not addressed in draft document.
	13. Edits document with "Track Changes" feature on and returns document to author.

Author	14. Reconciles new changes with Project Manager. Sends clean copy to Contracts Specialist for review.
	15. If policy or procedure impacts Capital Campus, sends to Asset Manager for review.
Asset Manager (Optional)	16. Reconciles new changes with Asset Manager. If policy/procedure impacts Capital Campus, sends clean copy to E&AS Policy Advisor.
	17. Edits document with "Track Changes" feature on and returns document to author.
Author	18. Reconciles new changes with Asset Manager. If policy/procedure impacts Capital Campus, sends clean copy to E&AS Policy Advisor.
E&AS Policy Advisor	19. Checks formatting, reviews document for readability. Adjusts formatting as necessary.
	20. Reviews policy with DES Policy and Rules Manager.
	21. Emails formatted copy to E&AS Management Team, allowing at least one week for review and edits.
E&AS Management Team	22. Reviews and edits those policies pertaining to their area of authority. Looks at document from high level perspective of team's interest. Ensures that interests between the teams are not in conflict.

E&AS Policy Advisor	23. Compiles edits from E&AS Management Team and consolidates into one document.
	24. Sends final draft copy to Claims/Dispute Manager.
Claims / Disputes Manager	25. Reviews policy/procedure for risk analysis and settles any inconsistencies or disagreements within policy/procedure. Reconciles any perspective differences between management team to establish minimal risk to E&AS Program.
	26. Utilizes E&AS Policy Advisor to finalize document, accepts or rejects edits, and ensures the final format is consistent and easy to read.
	27. Sends final edited document to E&AS Assistant Director for review.
E&AS Assistant Director	28. Reviews final draft to ensure agreement and with emphasis on agency and client interests.
	29. Forwards final document to SBCTC representative for client review.
	30. Receives document from SBCTC representative with comments and suggestions.
	31. Utilizes E&AS Policy Advisor to update document incorporating client comments and suggestions, and removes draft watermarks.
E&AS Assistant Director	32. Signs approval for policy/procedure.
	33. Gives signed hard copy to E&AS Policy Advisor.
E&AS Policy Advisor	34. Updates appropriate section in the E&AS Policy Manual.

	35. Posts new or updated policy to the E&AS Internet site.

Flowchart

Creating or Updating a Policy or Procedure

Author / Subject Matter Expert
- Contacts the Mgtm. Analyst to accept responsibility for Policy/Procedure
- Researches legal/regulatory authority, history, and identifies stakeholders
- Writes Policy
- Sends Policy for Review
- Accepts/Rejects Edits

E&AS Management Analyst
- Logs author for policy and sends templates to author
- Edits for format & grammar
- Consolidates all tracked edits into one document
- Posts final document and closes process

Reviewer
- 1. At least one Peer
- 2. Contract Specialist
- 3. Asset Mgr. (optional)

E&AS Mgmt. Team
- Reviews/Edits with "Track Changes". Sends copy to Mgmt. Analyst

Claims/Disputes Manager
- Risk Analysis and final decisions

Assistant Director
- Reviews Policy and seeks client input. Finalizes Policy and signs