

# POLICY PLANNER

1. Write a title in six words or less that describes the activity and distinguishes it from other activities.

\_\_\_\_\_

2. Describe the boundaries of this policy.

\_\_\_\_\_  
\_\_\_\_\_

3. List your main points (*with any exceptions*). Management has decided

that \_\_\_\_\_

(except when: \_\_\_\_\_ )

that \_\_\_\_\_

(except when: \_\_\_\_\_ )

that \_\_\_\_\_

(except when: \_\_\_\_\_ )

that \_\_\_\_\_

(except when: \_\_\_\_\_ )

that \_\_\_\_\_

(except when: \_\_\_\_\_ )

that \_\_\_\_\_

(except when: \_\_\_\_\_ )

that \_\_\_\_\_

(except when: \_\_\_\_\_ )

4. Write the name or title of the person who will sign (or otherwise approve) this policy. \_\_\_\_\_