

IWIB POLICY REVIEW CHECKLIST

This tool is designed to assist Illinois Workforce Innovation Board (IWIB) committees and work groups with submitting a policy to the Continuous Improvement Committee (CIC) for approval. The CIC policy review process assesses the appropriateness of identified outcomes and their associated metrics in relation to the goals of the policy.

| EXECUTIVE SUMMARY | DUE DATE | DONE |
|-------------------|----------|------|
| Intent | | |
| Goals | | |
| Purpose | | |

| BACKGROUND AND CONTEXT | DUE DATE | DONE |
|--------------------------|----------|------|
| Pros | | |
| Cons | | |
| Projected Resource Needs | | |
| Data Source Consultation | | |

| INTENDED OUTCOMES AND GOALS | DUE DATE | DONE |
|-----------------------------|----------|------|
| Policy Goals | | |
| Workplan Alignment | | |
| Strategic Plan Alignment | | |

| EVALUATION ELEMENTS OF THE POLICY | DUE DATE | DONE |
|-----------------------------------|----------|------|
| Metrics | | |
| Outcomes | | |

| IMPLEMENTATION PLAN | DUE DATE | DONE |
|--------------------------|----------|------|
| Stages of Implementation | | |
| Policy Review | | |