

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		