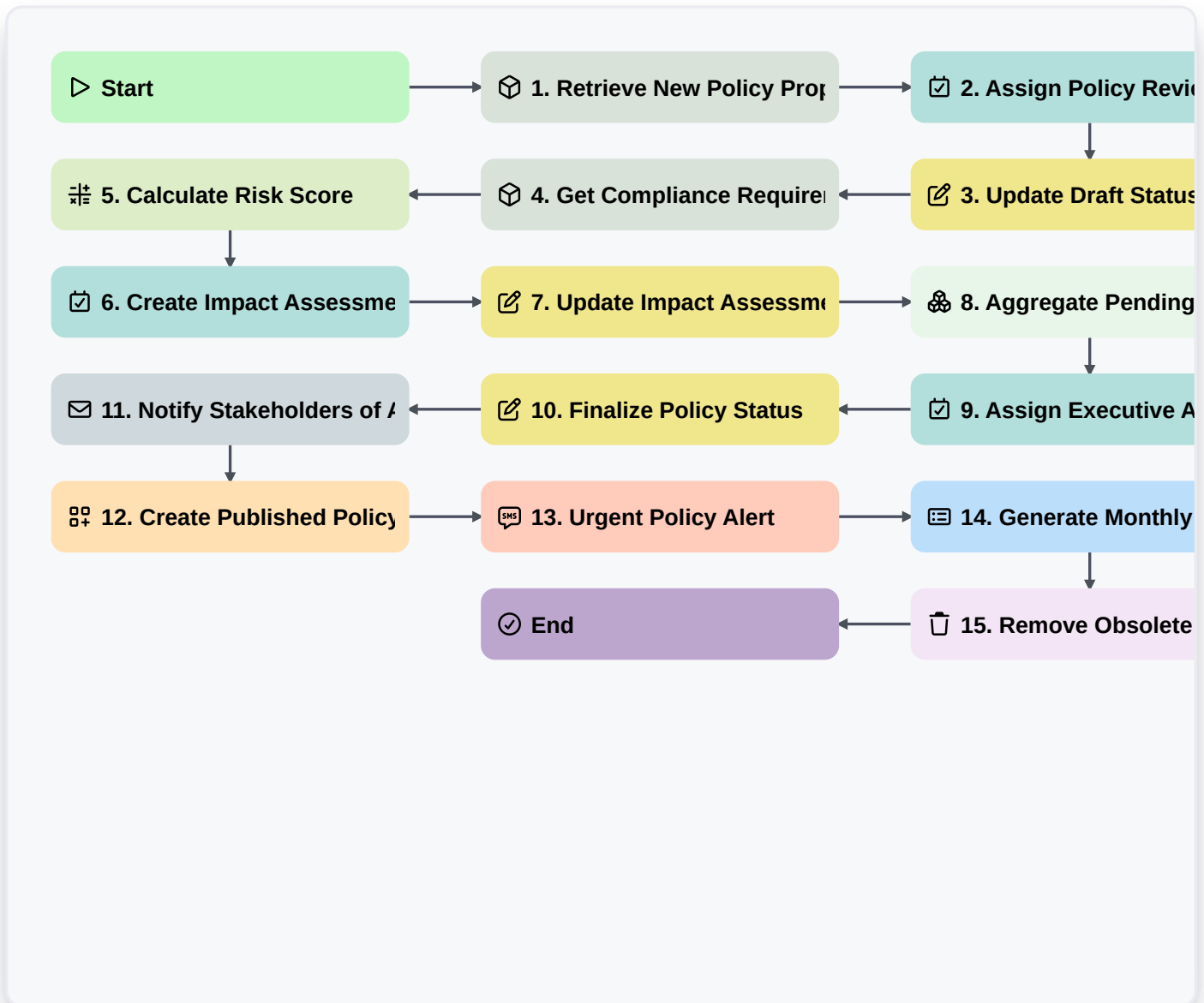


# Policy Lifecycle Management Workflow



## Start

Start of the Workflow/Process.

## 1. Retrieve New Policy Proposals

Fetch all new entries from the 'Policy Drafts' data model that are in the 'Draft' status.

## 2. Assign Policy Reviewer

Create a task for the Legal Department to review the retrieved policy draft for compliance.

## 3. Update Draft Status to 'Under Review'

Update the status field of the specific policy entry to reflect it is currently being reviewed.

## 4. Get Compliance Requirements

Retrieve all active regulatory requirements from the 'Regulations' data model to compare against the draft.

## 5. Calculate Risk Score

Execute a formula based on the policy's impact level and complexity to determine a priority score.

## 6. Create Impact Assessment Task

Create a task for Stakeholders to perform a business impact analysis based on the calculated risk score.



### **7. Update Impact Assessment Results**

Update the policy entry with the findings and risk level identified during the assessment.

### **8. Aggregate Pending Reviews**

Sum the total number of pending policy reviews to monitor departmental workload.

### **9. Assign Executive Approval Task**

Create a high-priority task for the Compliance Officer to approve or reject the finalized policy.

### **10. Finalize Policy Status**

Update the policy entry status to 'Approved' or 'Rejected' based on the task outcome.

### **11. Notify Stakeholders of Approval**

Send an email to all relevant department heads announcing the new policy implementation.

### **12. Create Published Policy Record**

Create a new entry in the 'Active Policies' data model once approval is finalized.

### **13. Urgent Policy Alert**

Send an SMS to the Compliance Director if a policy is flagged with 'Critical' risk during the review.

### **14. Generate Monthly Policy Compliance Report**

Create a report summarizing all policy changes, approvals, and revisions completed during the month.

### **15. Remove Obsolete Drafts**

Delete draft entries from the data model that have been rejected and are no longer relevant to the lifecycle.

### **End**

End of the Workflow/Process.