

Outside of PolicyStat, the life-cycle of a policy often looks something like this...

The first draft of a policy is written. Each person involved makes copies of the document. And then a final version is approved and ready.

The policy has completed three reviews but five documents must be stored and organized. Four old versions... and one active.

In PolicyStat, the life-cycle runs like this:

A new policy is needed and is written as a draft.

The author or editor "pends" the policy for approval.

Once the policy completes the approval process, it becomes Active.

If any changes are made, a draft is automatically saved within PolicyStat for later review.

Obsolete policies are retired. Old versions of policies are automatically archived when revised policies finish review and become Active.

New document creation in PolicyStat follows this process:

First, an author creates a new policy in the PolicyStat editor

The author then pends the draft for approval

The pending policy proceeds through the approval workflow

Once the policy is approved, it becomes Active.

The Approval Workflow is a core Pillar of PolicyStat that ensures policies are examined and approved by all appropriate parties.

Through the Approval Workflow, the draft is reviewed by each assigned approver on the policy.

If any Approver rejects or edits the proposed document, the process restarts and the document returns to the first Approver for review.

Certain actions that can be applied to a document vary based on its status within PolicyStat.

This chart displays all possible actions based on the status.