

ANNUAL POLICY INVENTORY SYNTHESIS GRID

Instructions

After completing inventory worksheets for all of the identified policies, use the individual worksheet synthesis grids to populate the annual policy synthesis master grid.

Identify each policy by Policy ID in the first row of the synthesis grid. Then indicate with a checkmark when the response to a question is yes (Y), indicating with an X when the response is no (N), and the cell blank if the response is don't know (DK) or not applicable (NA). The master grids provide a summary of the gaps across all identified policies.

