

Documenting Current Processes

1. Identify each process:
 - List all the processes performed within your business operations.
2. Create a page for each process:
 - Allocate a separate page for documenting details of each process.
3. Define the purpose of each process:
 - Clearly articulate why each process is necessary and what outcomes it aims to achieve.
4. Prioritize processes:
 - Determine the priority level of each process compared to others.
5. Assign responsibility:
 - Identify the person or role responsible for executing each process.
6. Determine frequency:
 - Specify how often each process needs to be performed (daily, weekly, monthly etc).
7. Document step-by-step execution:
 - Outline the detailed steps involved in carrying out each process.
8. Establish reporting structure:
 - Specify who the process outcomes should be reported to and in what format (verbal, written etc).
9. Identify tools and resources:
 - Note any tools, documents, access codes or passwords required to complete the process.
10. Review for completeness.
 - Ensure that each process page includes all necessary information for execution.
11. Standardize formatting.
 - Maintain consistency in formatting across all process documentation pages.
12. Delegate clear instructions.
 - If certain tasks within a process will be delegated, provide clear instructions for execution.
13. Review for accuracy.
 - Double-check the accuracy of all information provided on each process page.
14. Solicit feedback.
 - Seek input from relevant stakeholders to ensure that all processes are accurately documented.
15. Organize and store documentation.
 - Establish a centralized location for storing all process documentation for easy access.
16. Regularly review and update process documentation to reflect any changes or improvements.