Policies & Procedure Manual

Guide to Writing Policy and Procedure Documents

Preparing a policy or procedure document for UC Santa Cruz' InfoSlug on-line policy and procedure system is not as mysterious or difficult as you might think. This guide is designed to explain the campus' policy and procedure framework, to help policy and procedure owners organize their written documentation, and to act as a resource as they navigate the approval process. You will find the information in this "how to" guide helpful if you are responsible for formulating or documenting new or existing policies and procedures.

in This Guide

Why create an on-line policies and procedures system? 2 Why separate policy and procedure? 3 Who are the primary users of the InfoSing policies and procedures system? 3 What are the characteristics of good policies and procedure documents? 4 Good policies 4 Closed prescedures 5 Writing style for policy and procedure documents: 5. Dusign and layout of policy and procedure documents 5 licon definitions 6 Responsibilities of policy and procedure owners 7 Templates for policy and procedure documents Components of policy documents - 8 Components of procedure documents 9 Components of "roadmap" documents 10: Getting started 11 Policy and procedure approval checklist 12 Policies 12 Proceedures 13 Additional help 14

See Also

University Policy and Procedure Formulation, Approval, and Dissemination (internal working draft dated October 28, 1994).

Network Policies And Procedures Manual

David Baud

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