

CREATING PROCEDURES

WHAT ARE PROCEDURES?

WHAT ARE THE BENEFITS OF PROCEDURES?

SUGGESTIONS ON HOW WE CREATE PROCEDURES:

- We use our job responsibilities outlined in each job descriptions as our guide to define in great detail the what, when, where, how and who has the “R” (responsibilities) for each task.
- This is also an opportunity for us to look for improvements in our current processes. Not only our own job responsibilities but how they interface with other’s job responsibilities. Are we all ideally doing what we should be doing to help us attain our Vision.
- We will work in teams based upon your job title. For example: All Project Managers will work together, all Field Superintendents will work together... If you are the only one with your job title like Jessica as the Scheduling Coordinator you will work alone. The job of this team is to create or write your procedures. For instruction sake in this document I will call these teams “job title teams”. For example: Project Manager Team...
- We will also have a team that will consist of a representative from each job title to make sure we optimize our procedures holistically. For example: Who has the “R’s” for each job. We could call this team the Interface Team.

WHAT DO I NEED FROM YOU?

1. A commitment from each of you to participate in the procedure’s process to the best of your ability.
2. For each “job title” team to choose a team captain to oversee the creation of your team’s job procedures. For example: The Lead Mechanic’s will appoint a captain to oversee the creation of their procedures.
3. For each “job title” team to choose a person to be part of the Interface Team. It could be your team captain or another team member. We will meet for 4 hours a week until we are not needed.
4. For each “job title” team to develop your plan on how you will create your procedures.
5. For each team captain to set a weekly meeting with the office manager for assistance and progress reports.