



PASOS PARA HACER UN MANUAL DE PROCEDIMIENTOS



Establece los objetivos

Define bien tus objetivos y luego pregúntate cuáles son los procesos que necesitan estar documentados, con el fin de que se cumplan en tiempo y forma.



Ve de más a menos

Puedes comenzar por ver el panorama completo de tu organización, para que tu manual comunique eficientemente cuáles son los objetivos de cada procedimiento específico descrito.



Describe los procesos y su alcance

Describe cuáles son los procesos que necesitan documentarse, cómo se relacionan y cuál es la secuencia lógica de pasos para asegurar el logro de los objetivos comerciales que hayas planteado.



Incluye las normas y políticas

Asegúrate de incluir todo lo que necesitas para cumplir con las normas que garantizan la calidad de los procesos, así como la precisión de los resultados operativos de tu empresa.



Señala obligaciones

Trata de especificar cuáles son los roles (en los diferentes departamentos) que están involucrados en los procesos, porque algunos podrían abarcar diferentes departamentos o equipos.



Redacta el documento

Redacta tu manual de procedimientos. Recuerda que debes revisarlo constantemente para comprobar su vigencia o realizar algunas modificaciones, puede ser impreso o digital.

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