



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.

Como Elaborar Y Usar Manuales De Procedimientos

Vicente Castro y Legua



Como Elaborar Y Usar Manuales De Procedimientos:

Manual para elaborar manuales de políticas y procedimientos Martín G. Alvarez Torres,1996 **Proyectos de inversion** Serrano, Francisco Gerardo,2020-11-04 En esta segunda edici n la obra tiene como objetivo conocer el concepto clasificaci n e importancia de los proyectos de inversi n a trav s del an lisis formulaci n y evaluaci n financiera de los mismos mediante la descripci n y el an lisis de cada uno de los aspectos que integran un proyecto de inversi n asimismo se apoya del uso de nuevas herramientas como la inform tica la globalizaci n y la nueva administraci n p blica que permite medir el riesgo del proyecto y poder tomar una decisi n adecuada a nivel organizacional **Diario oficial** Mexico,1902 **Infotal** Escuela de Administraci3n de Negocios para Graduados. Centro de Documentaci3n,1993 **LEV** ,1999 **Manual de Farmacología** A. López Castellano,V. Villagrasa,L. Moreno,2010-11-11 Se presenta la 2 a edici n de esta interesante obra en el rea de Farmacolog a de la mano de las profesoras del Departamento de Fisiolog a Farmacolog a y Toxicolog a de la Universidad CEU Cardenal Herrera de Valencia Las tres autoras tienen una amplia y reconocida experiencia tanto a nivel docente como de investigaci n En la elaboraci n de cada uno de los cap tulos han colaborado profesores universitarios de las reas de conocimiento de Farmacolog a Farmacia y Tecnolog a farmac utica as como farmac uticos comunitarios expertos en el tratamiento de la patolog a correspondiente El objetivo de la obra es proporcionar la informaci n necesaria que permita un uso racional de los medicamentos Con el fin de facilitar la consulta el libro se estructura por enfermedades de los diferentes sistemas del organismo y se aborda la descripci n de cada patolog a tratamiento farmacol gico y actuaci n del farmac utico La obra proporciona los conocimientos necesarios que debe tener el profesional para la dispensaci n activa indicaci n o consulta farmac utica as como para un correcto seguimiento farmacoterap utico o simplemente para una buena educaci n sanitaria Se incide en todos aquellos aspectos que el farmac utico debe conocer para acercarse al paciente y de esta manera ofrecer los recursos necesarios para que los presentes y futuros profesionales sanitarios puedan promover la utilizaci n de los medicamentos de forma racional La presente edici n realiza una actualizaci n farmacoterap utica de todos los cap tulos del libro y una revisi n y en su caso una ampliaci n de la atenci n farmac utica y uso racional del medicamento en cada una de las patolog as que se tratan en la obra Como principales novedades se ha incluido un cap tulo dedicado al tratamiento de la enfermedad de Alzheimer y otro al tratamiento del Parkinson La obra est dirigida tanto al estudiante de Farmacia Farmacolog a y Terap utica I y II 4 o curso como al profesional fundamentalmente al farmac utico comunitario Esta nueva edici n tendr un enfoque m s dirigido a Atenci n Primaria Proporciona la informaci n necesaria para permitir y promover un uso racional de los medicamentos Con el fin de facilitar la consulta el libro se estructura por enfermedades de los diferentes sistemas del organismo y se aborda la descripci n de cada patolog a tratamiento farmacol gico y actuaci n del farmac utico La obra proporciona los conocimientos necesarios para la dispensaci n activa indicaci n o consulta farmac utica as como para un correcto seguimiento farmacoterap utico o simplemente para una buena educaci n sanitaria *DAMA-DMBOK: Guía Del*

Conocimiento Para La Gestión De Datos (Spanish Edition) DAMA International, La Guía del Conocimiento para la Gestión de Datos DAMA DMBOK2 presenta una visión exhaustiva de los desafíos complejidades y valor de la gestión eficaz de los datos Las organizaciones de hoy en día reconocen que la gestión de los datos es fundamental para su éxito Reconocen que los datos tienen valor y quieren aprovechar ese valor A medida que nuestra capacidad y deseo de crear y explotar datos ha aumentado también lo ha hecho la necesidad de prácticas de gestión de datos confiables La segunda edición de la Guía del Conocimiento para la Gestión de Datos de DAMA International actualiza y aumenta el exitoso DMBOK1 DMBOK2 un libro de referencia accesible y autorizado escrito por los principales pensadores en el campo y ampliamente revisado por los miembros de DAMA reúne materiales que describen exhaustivamente los desafíos de la gestión de datos y cómo cumplirlos mediante Definir un conjunto de principios rectores para la gestión de datos y describir cómo se pueden aplicar estos principios dentro de las áreas funcionales de gestión de datos Proporcionar un marco de referencia funcional para la implementación de prácticas de gestión de datos empresariales incluyendo prácticas métodos y técnicas ampliamente adoptadas funciones roles entregables y métricas Establecer un vocabulario común para los conceptos de gestión de datos y servir de base para las mejores prácticas para los profesionales de la gestión de datos DAMA DMBOK2 proporciona a los profesionales de la gestión de datos y de TI a ejecutivos trabajadores del conocimiento educadores e investigadores un marco para gestionar sus datos y madurar su infraestructura de información basado en estos principios Los datos son un activo con propiedades únicas El valor de los datos puede y debe expresarse en términos económicos Gestionar los datos significa gestionar la calidad de los datos Se necesitan metadatos para gestionar los datos Se necesita planificación para gestionar los datos La gestión de datos es multifuncional y requiere una amplia gama de habilidades y experiencia La gestión de datos requiere una perspectiva empresarial La gestión de datos debe tener en cuenta una serie de perspectivas La gestión de datos es la gestión del ciclo de vida de los datos Los diferentes tipos de datos tienen diferentes requerimientos de ciclo de vida La gestión de datos incluye la gestión de los riesgos asociados a los datos Los requerimientos de gestión de datos deben impulsar las decisiones sobre tecnología de la información Una gestión eficaz de los datos requiere un compromiso de liderazgo Los capítulos incluyen Gestión de Datos Manejo técnico de los Datos Gobierno de Datos Arquitectura de Datos Modelado y Diseño de Datos Almacenamiento de Datos y Operaciones Seguridad de Datos Integración de Datos e Interoperabilidad Gestión de Documentos y Contenidos Datos Maestros y de Referencia Data Warehousing e Inteligencia de Negocios Gestión de Metadatos Calidad de Datos Big Data y Ciencia de Datos Evaluación de la Madurez de la Gestión de Datos Organización de la Gestión de Datos y Expectativas de Roles Gestión de Datos y Gestión del Cambio Organizacional La estandarización de las disciplinas de gestión de datos ayudar a los profesionales de la gestión de datos a desempeñarse de forma más eficaz y consistente También permitir a los líderes de la organización reconocer el valor y las contribuciones de las actividades de gestión de datos

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