SYSTEMS DOCUMENTATION

Operations Playbook - Your Path to Success

STAGE 1

CONSULTATION
Evaluating efficiency of business structure, workflow, & employee policies

STAGE 2

BRAIN DUMP
Documenting procedures & secret sauce for each phase of the workflow

STAGE 3

ORGANIZATION
Creating & updating checklists; making tutorials and templates

STAGE 4

REFINEMENT
Reviewing and optimizing processes, systems, and documentation

STAGE 5

MANUAL
Storing and updating for consistency and scalability in the business