Before You Start
- Find in-house policy and procedure resources, such as a policy manager or legal counsel
- Develop a policy and procedure charter and get senior management support
- Clearly define the problem the document should address
- Find a document management platform or at a minimum, find an appropriate template

Research Your Documents
- Get input from all roles and departments affected by policy
- Read current documentation
- Read current regulations and get input from legal counsel

Write Your Draft
- Use plain, precise, jargon-free language
- Break text into scannable chunks

Get Documents Reviewed and Approved
- Get final legal and regulatory review
- Have representatives of all stakeholder groups review document—both end-users and managers
- Get senior management sign-off

Publish and Implement
- Train everyone in the new policy—from employees to C-level
- Establish a policy and procedure review cycle
- Publish the document so that all who need it can find it

https://www.smartsheet.com/company-policies-procedures