

Two formats:

- Classroom: 6 hours interactive learning sessions
- Online: Two 3-hour interactive learning sessions

Learning objective:

At the end of this workshop attendees will be able to quickly capture the essential components of an operations procedure.

Procedure Capture Template:

Eases procedure capture work for operators because it:

- self-guides on what to capture content
- requires no MS Word skills

Trained specialist then UMAP the procedures.

Trained specialist then produce the final operating procedures.

Procedure Foundation (measurable)

- Purpose - why/because justification
- Scope - stating the range and limits
- User – required skills and proof
- Use cases



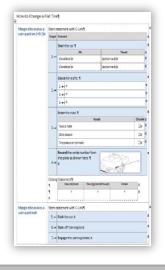
Procedure Segmentation

- How to engineer proper breaks
- Where must we segment and why
- Chunking segments and the workload.



Procedure Step Granularity

- Simple steps
- Conditional steps
- Managing sub-steps
- Managing repeating steps
- Using graphics.
- Sign-off strategies



Nesting alerts and illustrating steps

- Notes
- Cautions
- Warnings



Workflow: SME, UMAP Specialist

- Foundation Session 20/30 min
- Alignment Session 20/30 min
- Closure Session 20/30 min

