## <u>Documenting Business Procedures</u>

**Policies** regulate and control organizational actions, whereas **procedures** are the customary methods of handling business.  By documenting procedures separately from a policy we allow for increased flexibility and responsiveness.

The **procedures**

| 6. Format | Apply template and determine related procedures, policies, forms, training, and descriptive word tags. |
| 7. Review and Edit | Submit draft to department leadership and experts.  Determine appropriate revisions if necessary. |

8. Appro 26.7 1.1

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| - Links to guides or help sections<br>- Links to forms<br>- Warnings and cautions | - Continuity of operations plans |

**Background** *For the Purposes of the Procedure Library*

A **policy** is a principle or protocol to guide decisions and achieve rational outcomes. A policy is a statement of intent, and is implemented as a procedure or protocol.
- *UMB and USM Policies are available in the Policy Library. Department Policies are not.*

A **Procedure** is a written document detailing the implementation of a policy. A procedure establishes accountability describing the Who, What, Where, When, and How.

Editorial Style Guide for Web

http://www.umaryland.edu/cpa/toolbox/web-style-guide/editorial/

Branding Standards 2/15/12

http://www.umaryland.edu/branding/styleguides/files/um-brand-standards.pdf