



SYSTEMS SUNDAY

Downloadable

Powered-Up Processes – Part 4

Design Your New Powered-Up Process

Brought to you by

lisa.r.wells
The Virtual Assistant Trainer™

#1: The Basics

- As this is to be a detailed and complete process document, start by giving your process a title and a description.
- Note down the desired outcome of your process. What is its goal or output?
- Identify its start and end points. Which activity or task is the first step in the process, and which is the last?
- Note the names of team members who will be responsible for completing the activities/tasks.

#2: More Tips for Your Writing Process

- Use simple, informal language and avoid jargon. Make everything very easy to understand. Each step or task should work with very limited or no supervision. It should need little input from anyone not doing the work.
- Front-load any useful information that people need to know before they start the tasks.
- Provide clear timelines and quality expectations where it's appropriate.
- Write your steps so they tell people what they *should* do, and not what they *should not* do.
- Where possible, anticipate any problems that may occur and include notes or solutions.
- Automate where it's possible or appropriate.
- Outsource where it's possible or appropriate.
- Team members, employees, and freelancers, etc. will change. So, create your processes to be as 'generic' as possible.

#3: Tools

- Diagramming Software
 - [ConceptDraw](#)
 - [Edraw](#)
 - [LucidChart](#)

- [Visio](#)
- [Mindmeister](#) (mindmapping)
- [Jing](#) (screen grabs, short tutorial videos)