This document presents an overview of factors to consider in the development process for policies and procedures. The main factors to consider are listed below. Following this numbered list are sections headed by each numbered item with a list of items, issues and questions to consider.

1. Budget and Timeframe
2. Personnel and Technology
3. Analysis and Research
4. Legal Issues
5. Depth and Length
6. Document Type
7. Expertise as writer

1. Budget and Timeframe:

- What is the budget, what is the timeframe?
- Are they adequate and reasonable for the requested project?
- Is there time and budget to do proper planning or is this a rush job?
- Is there time and budget for localization if needed?
- Is there time and budget for printing if needed?

2. Personnel and Technology:

- Does the writer, or writing team, have the budget necessary to fund the staff and technology needed to complete the project in the required timeframe?
- Is the project being done by only one writer or is a team of writers available for the work? Is there adequate staff for the project timeframe?
- Does the writer, or writing team, have access to the personnel they need to interview and who need to review and approve the documents?
- Does the writer, or writing team, have access to all the technology and tools needed for production of the documents?
- Does the writer, or writing team, have the training and expertise to use all the technology and tools needed for production of the documents?

3. Analysis and Research

- Has the organization provided clear policies for documentation or are the policies still under discussion?
- Has the organization, or requestor, provided clear definition of the procedures needed for each policy?

- Does the writer, or writing team, have access to all the technology and tools needed for analysis and research for the content requested?
- Does the writer, or writing team, have access to the personnel they need to interview and who need to review and approve the documents?
- Is there adequate time and budget for the analysis, interviews and research necessary for the project?
- Are there historical or legacy documents available for review?
- Are there existing document templates which can be used for these policies and procedures?
- Know your audience, who do you need to interview, what research and analysis needs to be done to identify the audience(s)?
- After defining your audience, what document formats are needed for the project?
- Are there any legal issues that need to be analyzed and researched for the requested content?

4. **Legal Issues:**

- Are there legal issues which will need to be reviewed by counsel?
- Are there standard legal document templates which can be used for these policies and procedures?
- Are there any legal forms that need to be signed by the user/clients/readers and collected by the organization?

5. **Document Type:**   (assuming this means document format)

- Do we have to create a long manual or handbook vs. a short policy & simple procedure?
- Are we creating multiple procedures for a single policy?
- Are we creating multiple formats to provide information in the most useful formats for each type of audience?
- Does the document require graphics or images that will need to be created?
- Does the document require localization?
- Does the document require printing?

6. **Depth and Length:** (items required for the document)

- Is there sufficient information for the audience(s)?
- Is there appropriate information for the audience(s)?
- Is there a length restriction on the documents requiring additional care and editing for brevity and clarity?
- Must the document conform to a standard such as ISO 9000?

7. **Expertise as writer:**   (based on my personal experience)

- I have no experience writing policies and procedures. And it has been a long time since I have worked in an environment with them.
- I will need additional time to research and understand the appropriate writing style, format and all items listed above. I expect to need additional time for editing and polishing the text.
- I like to make plans and I like to get the work done. So it's always a balancing act for me to do enough planning before writing. I do know the value of planning. I am looking forward to using mind mapping software, I like the freedom of it so far. I can imagine actually going back to the software to tweak and add ideas, define relationships, etc before incorporating changes into the writing.

I have found these websites to offer additional items for consideration:

http://kcggroup.com/10questions

http://kcggroup.com/BestPracticesforPPP

http://www.diycommitteeguide.org/article/how-develop-policies-and-procedures