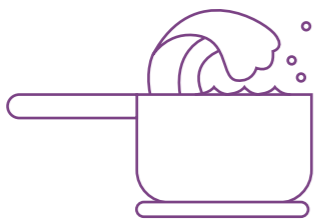# TOP THINGS TO CONSIDER WHEN APPROACHING PROCESS DOCUMENTATION

Rip off the Band-aid
There is no real 'good' time to start so you might as well start right NOW. The thing to consider is to just 'time-box' the effort once you have identified the area of focus. Shoot for 3-5 weeks per process, depending on the size and complexity.

Don't Boil the Ocean
Pick a key process area or key business function that is limiting the most growth within the organization, has the most 'tribal knowledge' bottled up to a few resources, or is causing the most pain in the organization.
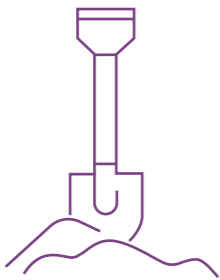
Who Knows Where the Bodies are Buried?
It's your goal to take any tribal knowledge or nuances out of their heads, inbox, share drive, or paper folders, and get it on paper for the single source of truth.

Communicate, Communicate, Communicate
Tailor this for all levels of the organization to ensure you get the appropriate change champions and 'rally cry' for the importance, need, and desired outcomes of the effort.

Don't Over Complicate It
Stay focused on the 'business as usual' process and take into account the 'real world' exceptions. Don't plan out EVERY scenario that could possibly occur. That is a rabbit hole you will never dig yourself out of.

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