Documenting procedures

This is the suggested format to follow when writing procedures or tasks.

You should strive to include as many of these sections as possible.

- Title: infinitive form, for example, To attract a crowd
- Context – sentence summary
- Audience: who would use this procedure?
- Prerequisites/Resources (what is required to complete this task)
- Procedure – substeps and notes/warnings
- Result - what happens when this task is one
- Next steps
- Issues/challenges for this task
- Examples - of this task
- Related topics/info
- Checklist/evidence
- Flowchart (optional) – graphical elements
- Localized variations - information specific to a certain country