Organization Manual

Tour 4 Organization Manual

An **Organization Manual** is a structured summary of all regulations of a company. An organization Manual contains, for example, the company history, goals, definitions, organizational instructions and guidelines. If no separate Quality Handbook exists, the Organization Handbook can also contain all processes and work instructions.

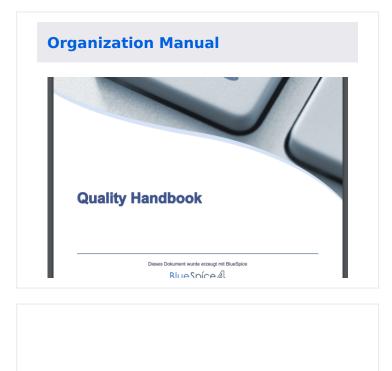
internal: mission, vision, strategy external: requirements and framework conditions

Organization Manual in a wiki

A Wiki is the ideal platform to provide and maintain an Organization Manual online:

- **Central point of entry:** The Wiki provides employees and employers with a central point of contact to look up uniform routine processes in their daily work:
 - $^{\circ}$ Employees can use the search function to quickly find all important regulations.
 - $^{\circ}$ The notification system keeps them informed of all new developments.
- Legal requirements: Pharmaceutical companies or banks, for example, must ensure that they have "access at all times to the standardized written processes, regulations, rules and organizational structures" of their company.

Example pages



next: Organization Manual

BlueSpíce4

Org chart		
Januz Čap Executive m CEO		
Sarah Naumann	Christine Hoffmann	Niklas
Department manager	Head of department	Head o
Products and Technology	Services	Finan
Maximilian Weißmüller	Leah Zimmermann	Michae
Manager	Manager	Manage
Software development	Support	Finan

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