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Relocation of IT Staff

Tour 2 [Integrated Management system](#) < [Process Map](#)

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When relocating the workstation of an employee (e.g., office transfer or change of department), the respective team leaders coordinate the move and agree on a relocation date.

The process can easily be visualized in a [BPMN](#) diagram.

Tour 2 [Integrated Management system](#) < [Process Map](#)

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Integrated Management System

Tour 2 [Integrated Management system](#)

next: [Process map](#)

An **Integrated Management System (IMS)** brings together various sets of rules that serve corporate governance. For example:

- Quality management (ISO 9001)
- Risk management (ISO 31000)
- Environmental protection and occupational safety management (ISO 14001 and ISO 45001).

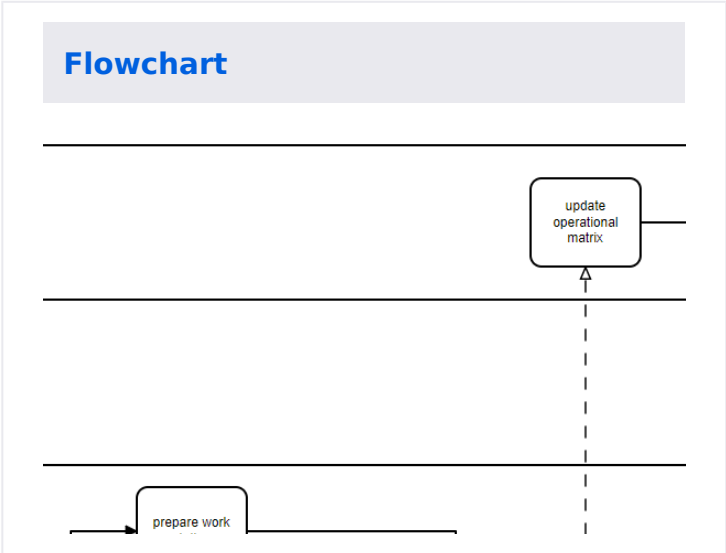
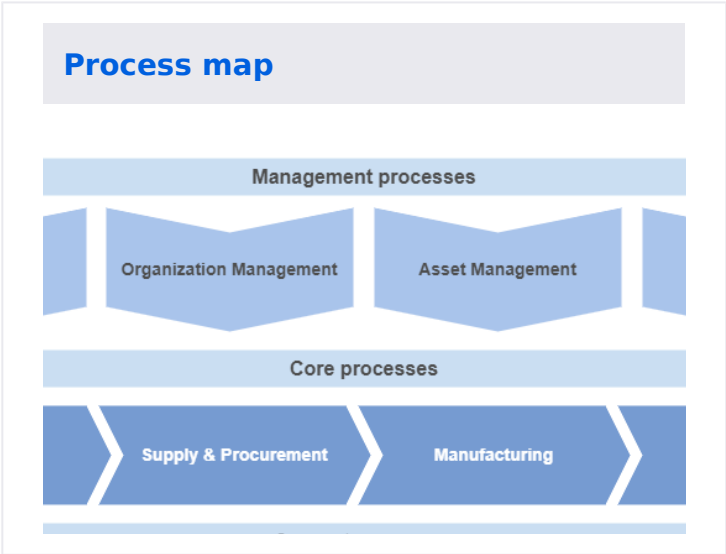


Management systems in a wiki

Wikis have established themselves as appropriate systems for the organization of management systems:

- *Central storage:* The rules and regulations are available centrally and online for all employees.
- *Search function:* Content can be quickly found via the search function and is perfectly pre-sorted via namespaces and categories.
- *Version-based editing:* Content can be edited and easily maintained in no time at all using a visual editor and forms.
- *Document control:* Templates, workflow and release functions ("control of documents") support the editorial processes.

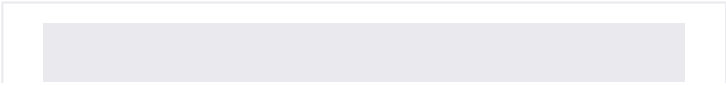
Example pages



Role definitions

ns

◆	Role description
	Planning, coordination and control of the products and services to be marketed and sold
	Operational planning and control of the project to achieve the project goals.



Process descriptions

ptions

New page

↕	Business unit	↕	Process owner	↕	Approval state	↕
	Company, Project Management		Andrew Hayes		Approved	
	Project Management, Sales		Margie Castillo		Approved	
	Company		Carlos Olson		Approved	

Work instructions

ions

New page

↕	Business unit	↕	Process owner	↕	Approval state	↕
	Sales		Andrew Hayes		Approved	1
	Sales		Margie Castillo		Approved	J

Risk entries

Add new risk

Search:

↕	Affected Domain	↕	O Factor	↕	M Factor	↕	Current Level	↕	Curre Proba
iss uity			D3				Medium		Possible

Incident reports

ier data accidentally disclosed	Reported inte
tection	Reported exte
9/21	Closed?
confidential customer data	

customers data was accidentally exposed for 5 minutes in the ticket.

Minutes

Tour 1 [Knowledge Base](#) < [Employees query](#)

next: [Company calendar](#)

Jour fixe

The *Jour fixe* meeting minutes are created using different templates for each department. The minutes are organized as subpages of each department main page.

Management

- [Management/2022-03-15](#)
- [Management/2022-02-21](#)

Marketing and Sales

There are no meeting minutes

IT

There are no meeting minutes

Documentation

- [Tech-writing/2022-01-21-Q2-Planning](#)

Support team meetings

Using the button below, you can create minutes with a form.

Tour 1 [Knowledge Base](#) < [Employees query](#)

next: [Company calendar](#)

Process map

Tour 2 [Integrated Management system](#)

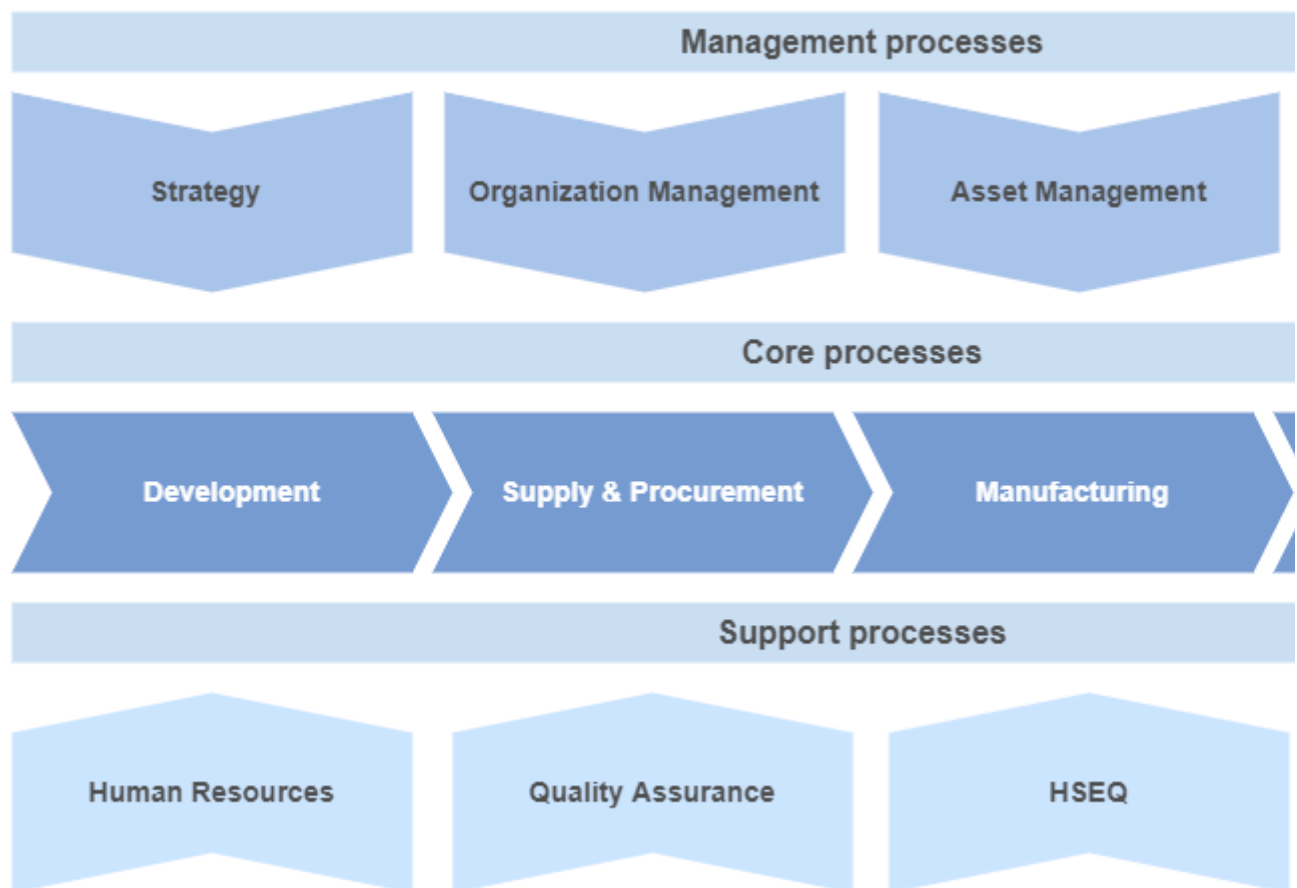
next: [Flowchart](#)

This process map is created using the in BlueSpice integrated app [draw.io](#). You can change the diagram by clicking the [Edit](#) link above the image. After editing the diagram, click [Save](#) and then [Exit](#) in the draw.io app.

Tip: Use the fullscreen mode toggle of this page.



Drawio diagram



Tour 2 [Integrated Management system](#)

next: [Flowchart](#)