

Benefits Procedures Directory and Benefits Procedures Manual

and the difference is?...

Benefits Procedures Directory - (BPD)	Benefits Procedures Manual - (BPM)
<p>The BPD is a web-based library of your own procedure documents stored in PDF format and easily accessible via a menu structure</p>	<p>The BPM is a bespoke web-based electronic manual of your procedures stored in HTML format and easily accessible via a menu structure</p>

Product Requirement

Local authorities have an abundance of documents that collectively describe the policies and procedures adopted to provide its benefits service. These documents are often saved to a shared drive with all-staff access but the collection of documents is not usually hyperlinked together for chronological review

Unless the shared drive is scrupulously managed, a document may -

- not be stored using an easy-to-remember name, or
- be duplicated, making the most relevant document difficult to identify, or
- be out of date, but not marked as such, or
- be moved to a desktop, rendering it unavailable for general use, or
- be unintentionally deleted or amended

	Benefits Procedures Directory - (BPD)	Benefits Procedures Manual - (BPM)
Initial product development		
Step 1	<p>Take delivery of locally produced -</p> <ul style="list-style-type: none"> • procedures, process maps, workflow diagrams etc and • training courses - including slides, workshops etc, and <ul style="list-style-type: none"> • staff instructions, guidance notes etc, and • relevant e-mails, etc 	
Step 2	Organise the above into the product structure	
Step 3	Identify potential parts of the product for which there is no material	
Step 4	Identify any procedure where law may be compromised and inform the customer for local review	
Step 5 TBD Member	<p>Remove law, circular and caselaw content and convert each document to a standard format - to include document management data, eg date of creation, version number</p>	<p>Remove law, circular and caselaw content from each procedure</p>
Step 6	<p>PDF each document into the appropriate BPD section</p>	<p>Re-format each procedure to HTML text for input into the appropriate BPM section</p>
Step 7	<p>File the PDF in the relevant BPD section</p>	<p>Input the HTML text to the relevant BPM section</p>
Step 8 TBD Member	Create hyperlinks to relevant TBD pages for law, circular and caselaw content	
On-going product maintenance		
Step 9	All of the above for new material added from 2nd year onwards	

If you would like to discuss **The Benefits Procedures Directory or Manual** please contact Peter Davis on 07931 755919 or peter.davis@ladirectories.com or ring the office on 0845 094 3348