



PROCEDURE REQUIREMENT CHECKLIST

Are procedures needed? YES if any of the following apply:

- Is there a new or substantially revised policy?
- Is there a regulatory requirement (external or internal) that obligates VU to satisfy certain procedural steps?
- Have you implemented a new or substantially revised business process?
- Do you have a business process or area of operation that is not well understood by staff?

Procedures may NOT be needed if:

- The material you want to cover is purely explanatory rather than directive. In this case, a Guideline might be more appropriate.
- The detail you wish to provide is of a very low level of granularity (ie. fields within a database). A Guideline or How-To might better suit this purpose