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Dear Management:  When setting up a new procedure for your company... don't forget to always infuse it with that magic ingredient...

(drum roll please)

FLEXIBILITY!

And how do you do that?

Well let's start with what NOT to do...

Don't create a procedure with half the facts at hand...  don't create a procedure without thinking through the actions and reactions that will occur... don't create a procedure that is NOT dynamic.

So what should you do?

Well, pretty much the opposite of the items listed above.   And to that... because NO procedure will endure without evolving...

Install evaluation points along the way to access its effectiveness.  Then, at each of those points... you should have the FLEXIBILITY to add and/or delete steps as needed.

Otherwise the thought of all the time wasted... re-hashing and re-inventing and re-implementing things from scratch... tires my mind.

Even WORSE, it confuses the employees.