



RISK ADVISORY • TAX • FINANCE & ACCOUNTING

## POLICY AND PROCEDURE DEVELOPMENT SERVICES

### What are Policy and Procedure Development Services?

Policies and procedures are the foundation of a successful internal control structure and the tools that ensure the controls function as intended. Policy and Procedure Development Services assist organizations in developing and updating policies, procedures and business process documentation for a variety of functional areas including accounting, finance, operations, administration, corporate governance and other business entities.

Using a proven methodology and process-oriented approach, Jefferson Wells provides companies with effective and usable business documentation. Our professionals' experience in multiple disciplines and industries, and proficiency in understanding, designing and documenting business processes makes us uniquely qualified to provide a best practice methodology.

### What are the benefits of Policy and Procedure Development Services?

- Assist in meeting regulatory compliance mandates (e.g., Sarbanes-Oxley §404, ISO 9000, standard operating procedures, etc.)
- Improve job efficiency, accuracy and process consistency
- Facilitate a merger or acquisition with common policies, procedures and business processes
- Fill the documentation gap when a new system is implemented
- Provide a foundation for successful employee training
- Enable you to communicate management directives and guidelines effectively and efficiently
- Provide continuity by ensuring the basic principles of records management are incorporated into the development and maintenance of the final deliverable

### Why Jefferson Wells?

Differentiators	Value to client
<b>Experience</b>	Jefferson Wells professionals have significant practical, hands-on policy and procedure development expertise and take a thought leadership approach to each engagement
<b>Focus</b>	Policy development, procedures and business process documentation are our core expertise
<b>Proven Methodologies</b>	We leverage best practices, industry standards, technology and process documentation tools
<b>Independence</b>	Our Policy and Procedures team is unbiased and represents your best interests
<b>Customized Solutions</b>	Team size, experience mix and industry background are tailored to match your specific needs

Jefferson Wells delivers professional services in the areas of risk advisory, tax, and finance and accounting. We serve clients, including Fortune 500 and Global 1000 companies, through highly experienced professionals working from offices worldwide.

To learn more about our firm and our professional services, contact your local Business Development Manager or visit our Web site at [www.jeffersonwells.com](http://www.jeffersonwells.com).

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### Client Success Story

#### Client:

Large computer hardware sub-contract manufacturing company

#### Critical Need:

The client initiated a new sub-contract manufacturing and assembly operation to support a major computer manufacturer. There were strict contractual obligations regarding inventory control and lot control. Soon after start-up, significant inventory control and tracking problems emerged.

#### Reason:

As the inventory control and tracking problems escalated, the client realized the lack of well-documented and accurate procedures was contributing to the situation.

#### Capabilities:

The client's inventory was out of control and system problems occurred. Without quality procedures, the client's ability to bring the situation under control and train staff adequately was constrained. The client needed someone with experience in business process documentation and high-tech manufacturing to provide a solution.

#### We Provided:

Jefferson Wells provided two highly experienced professionals with relevant industry experience who assessed the situation and developed an approach. Once a project plan was developed, Jefferson Wells produced a detailed work observation and analysis. We identified the key problem areas by interviewing process owners and noting where the lack of procedures was having a negative and substantial impact. The process owners participated in the development, which enabled them to recognize and correct flawed procedural steps. The client took immediate actions to implement improvements prior to the completion of the procedures.

#### Results:

The procedures that were developed reduced the number of processing errors and served as training aids for existing and new employees. The inventory control and tracking errors began to drastically diminish, and the risk of violating contractual obligations was eliminated. Process design and system deficiencies were identified and presented to management. This led to the creation of a management steering committee that prioritized issues and committed resources to resolve problems. In addition, the newly developed procedures satisfied a requirement needed for ISO 9000 certification.