

PROCESSES



Introduction
This document outlines the key processes and procedures that govern the organization's operations. It is designed to ensure consistency, efficiency, and compliance across all departments and projects.

Scope
The scope of this document covers all core business processes, including but not limited to: sales, marketing, operations, and human resources.

Objectives
The primary objectives of these processes are to:
1. Standardize operations to minimize errors and rework.
2. Enhance communication and collaboration between teams.
3. Optimize resource allocation and improve overall productivity.
4. Ensure adherence to industry regulations and internal policies.

Process Name	Responsible Department	Last Updated
Sales Process	Sales Department	2023-10-27
Marketing Strategy	Marketing Department	2023-10-27
Operational Workflow	Operations Department	2023-10-27
HR Recruitment	Human Resources	2023-10-27