

Video Checklist

Use this document when preparing to record a process/SOP with a SME

Pework

- Identify use case and participants
- Safety assessment of the area (5S, tools, PE, equipment in designed function, etc.)
- Build an outline as a reference and do a practice run
- Identify any documents, diagrams or photos that may be useful

Introduction

- Identify who you are and the location that you're creating the Workflow for, including the classification for the Workflow (basic knowledge, problem case, improvement case)
- What is this workflow related to? (Safety, quality/process, production, reliability, people, warehouse & supply chain...)

Objective

- What is the key point or procedure that you're communicating? (This should be a specific task or activity that the learner needs to know how to execute correctly)

Safety Considerations

- What are the safety steps, such as Lock-Out-Tag-Out, etc., that need to be included?

Equipment & Qualifications

- What tools, equipment, ergonomic considerations, etc. are required to do the task?
- What qualifications or training is required before someone can perform these tasks?
- Keep the camera focused on the equipment/process, not the speaker

Keep it Simple

- Use simple and concise language to ensure that the workflow is easy to understand and follow

Use Visuals

- Use visuals, such as diagrams or pictures, to help illustrate the process and make concepts easier to understand

Break Down the Task

- Break down the task into key components, identifying the critical steps necessary to performing the task correctly

Define the Process

- After identifying the critical steps, define the process for performing each step, including all tools or equipment required

Test the Workflow

- Prior to finalizing the Workflow, test it to ensure effective communication of key points and that the procedure is easy to follow

Implement the Workflow

- Once finalized, distribute to the relevant people and audit to ensure it is implemented correctly and that the Workflow was effective

Monitor Feedback

- DeepHow offers the ability for users to provide feedback. Ask for users to validate the effectiveness of the Workflow and provide feedback for continuous improvement purposes, schedule reminders to monitor this feedback