**Practice Directives and Procedures Script**

1. Introducing (Music)
2. What are Practice Directives and Procedures?
	1. “Practice Directives and Procedures are guiding principles aligned with UW System, State and Federal Policies. They intend to provide clear, concise insight into proper processes and procedures across all levels of our organization for a variety of functions.
3. Practice Directives
	1. “Practice Directives explain why a particular topic is important and how this topic fits into our mission, goals and operational best practices.”
4. Procedures
	1. “Procedures are actions and descriptions of the tasks required to support the directives.”
	2. “For example, they may document a specific course of action and how to accomplish it step-by-step.”
5. Purpose
	1. “Practice Directives and Procedures serve the purpose of: “
	2. “Standardizing Administrative processes”
	3. “Encouraging transparency”
	4. “Encouraging easy access to resources and other important information”
	5. “And helping promote understanding of university compliance as well as UW System, and state and federal policies.”
6. Examples
	1. “Some examples include:”
	2. “Project Evaluation Requests – This Practice Directive and Procedure tells you what you need to do when requesting projects through Facilities Planning and Management.”
	3. “Such projects may include: departments, divisions, and individuals, having ideas about improving the existing campus environment by providing new, improved space for university activities of all types. “
	4. “Another example is: “
	5. “Hate Bias Reporting – This Practice Directive and Procedure provides information about the Hate/Bias Reporting process, and response options we use when addressing these kinds of incidents on our campus.”
7. Templates
	1. “If you are interested in utilizing Practice Directives and Procedures for your unit, check out these helpful templates.”
8. UWW Webpage
	1. “The Templates, along with other important information.”
	2. “Can be found on the UW-Whitewater website
9. Contact
	1. “If you have questions, or need help creating a practice directive and procedure, contact your friendly Quality Assurance Improvement Manager.”
10. The End
	1. “Thank you for watching, have a great day!”