

# PROMISING PRACTICE WRITING GUIDELINES

The guidelines are indicative in nature, keeping in mind that Tata companies should get a comprehensive understanding of the practice, understand the measurable impact of the practice to the business and journey into adoption of the practice with KPIs. The practice could be written in a descriptive format (1000 - 2000 Words)

- ◆ **Promising Practice Title**  
indicating the purpose and benefit derived
- ◆ **Summary of the PP (100 words)**  
This should cover the subject and also develop interest for the reader/user
- ◆ **Objective of the Practice**  
Purpose
- ◆ **Detailed Description (Minimum 1000 Words)**
  - \* The context
  - \* Development and evolution of the idea
  - \* Challenges faced and mitigated
  - \* Business benefits delivered
  - \* Quantitative benefits
- ◆ **Business Impact of the Practice**  
on KPIs measured/tracked in the organisation (Mandatory)

◆ **Critical Success Factors for Implementation and Sustenance of the Practice**

- \* Leadership/management support required to implement the practice
- \* People capabilities and skills
- \* Training and development
- \* Role and support of systems and processes
- \* Role of IT enablement
- \* Lessons learnt (include successes and failures)
- \* Dos and Don'ts

◆ **Timelines**

- \* Ideation to implementation
- \* In practice for how many years/months
- \* Any improvement cycles completed

◆ **Enrich the Content** by Providing charts, flowcharts, images, screenshots, dashboards and templates

◆ **Include Benchmarks used in Designing/Improving the PP** (within industry/outside industry/not benchmarked) references and additional reading links



**Recognitions or awards won for the practice less than 100 words including photographs**



**What could be the other possible areas (business context/industries) where the PP can be replicated? Less than 100 words**




**Add some highlighted quotes from industry veterans supporting the PP alternatively, can share customer quotes, or management quotes that can be shared – if any**



**Define abbreviations, acronyms or industry specific terms**

 **PEOPLE RELATED TO THE PRACTICE:**

Practice/Process Owner	Author(s) of the document
	<p>Name Designation Email ID</p>