

# 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 (1500-1800 words)

## ◆ **Promising Practice Title**

indicating the purpose and benefit derived.

## ◆ **Summary of the PP (100 words)**

Why do you believe this a best practice? – For eg. Industry-First practice| Global/ Industry/ Peer benchmark/ recognition | Practiced shared with various companies | Long tenure of deployment/ several cycles of improvement

## ◆ **Objective of the Practice**

Purpose

## ◆ **Detailed Description (About 1000 words)**

- \* The context
- \* Development and evolution of the idea
- \* Challenges faced and mitigated
- \* Business benefits delivered
- \* Quantitative benefits
- \* Level of deployment

## ◆ **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 companies/ 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



Name  
Designation  
Email ID