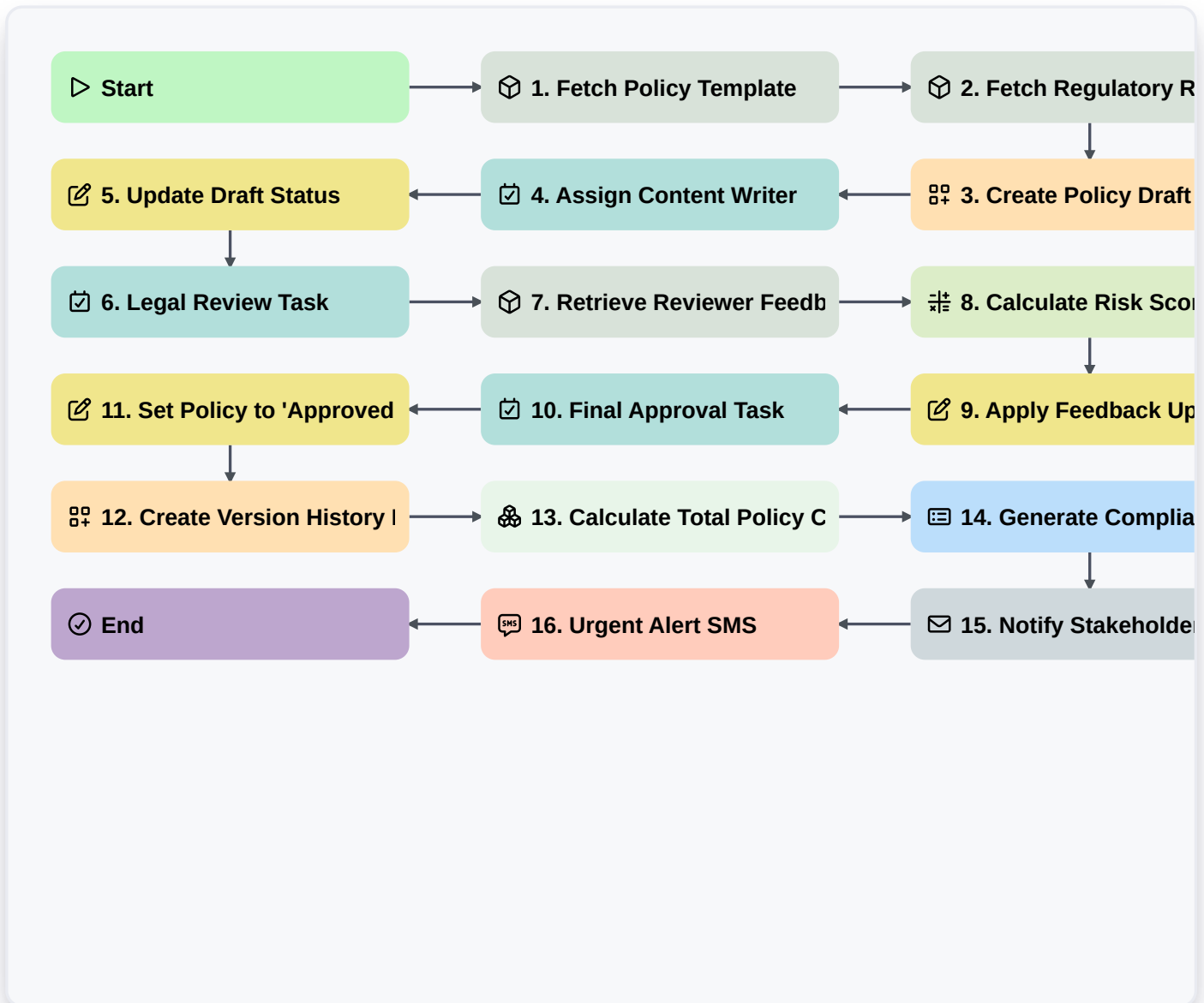


Policy Document Generation Process



▷ Start

Start of the Workflow/Process.

📦 1. Fetch Policy Template

Retrieve the base template and structure from the Policy Templates data model.

📦 2. Fetch Regulatory Requirements

Retrieve the latest compliance and legal requirement entries to ensure policy accuracy.

📄 3. Create Policy Draft Entry

Create a new entry in the Policy Documents data model to hold the working draft.

📄 4. Assign Content Writer

Create a task for a designated subject matter expert to draft the policy content.

📄 5. Update Draft Status

Update the policy draft entry status to 'Drafting' once the task is initiated.

📄 6. Legal Review Task

Create a task for the Legal Department to review the drafted content for compliance.



7. Retrieve Reviewer Feedback

Fetch all feedback entries/comments associated with the draft policy.

8. Calculate Risk Score

Execute a formula based on identified regulatory gaps to determine the policy's risk priority.

9. Apply Feedback Updates

Update the policy document text/metadata based on the legal review findings.

10. Final Approval Task

Create a task for the Compliance Officer to provide final sign-off.

11. Set Policy to 'Approved'

Update the policy entry status to 'Approved' upon successful sign-off.

12. Create Version History Entry

Create a new entry in the Version Control data model to archive the previous version.

13. Calculate Total Policy Count

Aggregate the total number of active policies to update the departmental dashboard.

14. Generate Compliance Summary Report

Create a summary report containing the newly approved policy and its metadata.

15. Notify Stakeholders

Send an email to all department heads announcing the publication of the new policy.

16. Urgent Alert SMS

Send an SMS to the Compliance Manager if the policy risk score exceeds a certain threshold.

End

End of the Workflow/Process.