
Recommended Process Mapping Tools and Documentation Software

- **Process Mapping Tools:**

- **Lucidchart:**

- Offers intuitive flowcharting and diagramming capabilities.

- **Microsoft Visio:**

- Suitable for detailed process diagrams.

- **Draw.io:**

- A free, web-based option for creating basic process maps.

- **Documentation Software:**

- **Google Docs:**

- Easy to use and allows for real-time collaboration.

- **Microsoft Word:**

- Comprehensive features for document creation and formatting.

- **Notion:**

- Great for combining notes, tasks, and SOPs in a modular interface.

These tools and templates will provide a foundational structure to assist in the creation of detailed and functional SOPs, helping to systemize your business processes effectively.