



TIRED OF FLYING BLIND?

Inefficiency, errors, and chaos thrive where
Standard Operating Procedures are absent.

WHY DO ORGANIZATIONS STALL ON SOPs?

"We don't know how to start."
The task seems overwhelming.

"We don't have the time or resources."
Day-to-day operations always take priority.

"The process is too complex."
Capturing every detail accurately feels impossible.

THE HARD COST OF NOT HAVING SOPs

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+41% more recurring issues and errors.
(Source: Qualtrics)

-30% in team productivity due to rework and confusion.
(Source: Harvard Business Review)

+50% longer onboarding time for new employees.
(Source: SHRM)

A single knowledge gap can cost a company over \$100,000 annually.
(Source: Harvard Business Review)



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The Power of Precision: What SOPs Deliver

Implementing clear, accessible SOPs isn't just about documentation.

It's a strategic powerhouse for your business.

The Transformative Impact of SOPs

25% increase in team performance and productivity.

(Source: McKinsey)

-50% reduction in recurring errors and training time.

(Source: NIST)

90% improvement in process consistency and quality assurance.

360° knowledge retention, protecting you from the impact of employee turnover.

Your Solution: **optiDocs**

From real work → clear SOP

- SOPs in days, not months
- Everyone follows the same steps
- Faster onboarding, less stress
- Fewer mistakes, less frustration
- Knowledge stays with your team
- Teams scale smoothly

Our Simple, Powerful Approach



1. DEFINE SCOPE

Utilising global best practice frameworks, our business process experts work with you to build the scope (taxonomy) for your standard operating procedures.



2. CAPTURE & RECORD

We provide automated tools that capture end-user desktop screens, workflow, and voice as they complete their tasks. No detail is missed.



3. BUILD THE DOCUMENT

Using your recordings, our documentation team builds out and validates your SOPs. This is typically done in days and includes detailed work steps, process notes, and screenshots.



4. REVIEW & FINALISE

We incorporate your feedback to finalise the SOPs. We use industry-leading templates or your own.

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From first scope to final SOP, every step flows naturally, leaving no detail behind and ensuring your processes are ready to run.



Ready to Build Your Foundation for Excellence?

We work quickly and efficiently to deliver a complete library of organised, easy-to-follow SOPs that will streamline your operations from day one.



A dedicated business process expert



Our full documentation team



All tools and software



Daily Engagement Rates

Book a Discovery call today.



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Your people hold the knowledge. We turn it into SOPs.