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«KRASNOYARSK COOPERATIVE TECHNICAL SCHOOL OF ECONOMICS, COMMERCE AND LAW»

Interdisciplinary educational project in the disciplines "MDK 01.05 Office management and secrecy regime" and "English language".

By topic: "Concepts and types of organizational and management documents".

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TOPIC:

CONCEPTS AND TYPES OF ORGANIZATIONAL AND MANAGERIAL DOCUMENTS

TABLE OF CONTENTS:

[Annotation 3](#_Toc164703083)

[Introduction 4](#_Toc164703084)

[The main part. 5](#_Toc164703085)

[1. Definition of organizational and management documents and their role in the organization. 5](#_Toc164703086)

[2. Main types of organizational and management documents. 8](#_Toc164703087)

[3. The role and significance of organizational and managerial documents in the effective work of the organization 9](#_Toc164703088)

[4. The process of creating and approving organizational and management documents 10](#_Toc164703089)

[Conclusion 12](#_Toc164703090)

[List of sources used 13](#_Toc164703091)

## Annotation

The topic "Concepts and types of organizational and management documents" is an exhaustive overview of the main aspects of document management in organizations. I consider the basic concepts related to organizational and management documentation, such as the charter, regulations, instructions, orders, etc.

This project highlights the differences between these types of documents, their functional purpose and place in the document management system. Special attention is paid to the role of each type of document in the management process and the organization as a whole.

It is also important to emphasize the importance of proper registration and storage of organizational and management documents to ensure the efficiency of the enterprise and compliance with legislation.

**Keywords**

Organizational and management documents, document flow, organization, activity, documents, order, regulation, structure, process, legislation.

## Introduction

Relevance: this topic is of great relevance in modern management. Organizations develop various documents to manage their activities, ensure effective communication and ensure compliance with legal norms. The exchange of documents plays an important role in the interaction between different departments and stakeholders.

The problem: the types of organizational and management documents may not always be clear to all employees of the organization. Some people may have different ideas about what exactly this type of document includes, as well as what types of documents relate to them.

The purpose of the project is to ensure that employees of the organization understand the basic concepts and types of documents used in management activities.

Project objectives:

- Systematization and analysis of scientific and practical literature;

- Definition of basic concepts in the field of documentation;

- Research of methods of creation, approval, execution and storage of organizational and management documents in the organization;

- Analysis of the application of various types of organizational and management documents in the practical activities of enterprises;

Hypothesis: effective management of organizational and managerial documents affects the efficiency and transparency of processes in the company.

Method: collection and analysis of information, systematization and translation into English.

## The main part.

## Definition of organizational and management documents and their role in the organization.

Organizational and management documents represent a wide range of written materials used in an organization to establish rules, norms, procedures and policies, as well as to ensure the rational and effective management of its activities. These documents include a variety of forms of documentation, starting with charters and regulations defining the goals, structure and principles of the organization, and ending with various instructions, orders, regulations, as well as contracts, reports and other types of written materials used to maintain the proper functioning of the organization.

The definition of organizational and management documents is based on the legislation of the Russian Federation. According to the Civil Code of the Russian Federation, they are written documents created by an organization in the course of its activities and regulating its internal processes. The principles of organizational and management documents are defined in the Federal Law "On Information, Information Technologies and Information Protection".

The role of organizational and management documents is undoubtedly huge. They serve as the basis for the creation of internal processes, rules and regulations that ensure stability and efficiency in the work of the organization. In addition, they establish a framework for monitoring and managing resources, allowing for effective allocation of responsibilities and resources between employees and departments. Without proper approval documents and procedures, violations may occur that have negative consequences for the organization.

Systematization and information management in an organization play a leading role in its effective work. The classification of documents by their type and content makes it easy to find the necessary information, as well as create clear rules for storing and using documents. In this context, the development of a classification plan not only organizes information, but also provides structuring and convenient access to it in the organization.

An equally important aspect is that organizational and management documents help ensure compliance with legislation and standards, which is especially important for risk prevention and compliance with applicable rules and regulations. In the modern world, where it is difficult to operate without comprehensive knowledge of the current legislative framework and standards, these documents are an integral element of business management and are necessary to ensure legitimate and ethical activities. Thus, organizational and management documents create a framework on which the work of the organization is based, coordinating internal and external processes, ensuring compliance with norms and laws, as well as ensuring stability and efficiency of work.

For example, the Civil Code establishes rules for the conclusion and execution of contracts, which is directly related to the activities of the organization. Organizational and management documents, such as contracts, internal labor regulations, labor protection instructions and others, are the basis for regulating labor relations, establish the rights and obligations of employees and ensure safe working conditions.

The Tax Code defines the rates and procedure of taxation, as well as establishes accounting requirements. Organizational and management documents, for example, the regulations on accounting, must comply with these requirements and consolidate the rules and procedures of accounting in the organization.

The Labor Code establishes the basic provisions on labor, including working hours, wages, vacations and other labor relations. Organizational and management documents, such as job descriptions, temporary regulations, collective agreements, etc., are the basis for regulating these processes and regulating relations between employers and employees.

Undoubtedly, organizational and management documents are regulated by a number of GOST standards, including:

1. GOST R ISO 9001-2015 "Quality management systems. Requirements" - This standard establishes requirements for quality management systems in organizations and provides organizations with the means to improve customer satisfaction. The standard includes requirements for documentation that affects quality policy, roles, responsibilities and powers of quality management, as well as procedures and planning, and management that are directly related to the role and importance of organizational and management documents in organizations.

2. GOST R ISO 9000-2015 "Quality management systems. Basic provisions and vocabulary" - this standard establishes the basic terms and definitions used in the field of quality management systems.

## Main types of organizational and management documents.

Organizational and management documents are an integral part of the work of any organization. They serve to systematize and structure information, regulate internal processes and ensure effective management. In the Russian Federation, there is certain legislation that regulates the types and procedure for the preparation of such documents.

First of all, it should be noted that organizational and management documents are divided into two main categories: internal and external. Internal documents are materials created by the organization itself for its internal needs. These may be orders, orders, work instructions or other documents aimed at regulating processes within the organization.

At the same time, external documents are the information that is transmitted from an organization outside its borders or received from other legal entities or government agencies. These include, for example, contracts, letters, protocols and other types of documents. The legislation of the Russian Federation establishes certain requirements for the preparation and execution of these documents.

The main types of organizational and management documents that exist in accordance with the legislation of the Russian Federation include reports, instructions, regulations, etc. Reports are the main means of displaying the results of an organization's activities. They provide data on the financial condition, the implementation of plans, performance assessments, and so on.

Plans and protocols are the documents used to monitor and evaluate the current activities of the organization. Plans allow you to identify priorities, allocate resources and develop a development strategy. The minutes record the results of meetings, decisions and responsible persons.

Rules and procedures define the sequence of actions and conditions for performing certain tasks. They help to avoid uncertainty, speed up the decision-making process and increase the overall efficiency of the team. Properly designed procedures simplify and automate many areas of work, which reduces task completion time and increases labor productivity.

The regulations and instructions define the powers and responsibilities of managers and employees of the organization, as well as standards and criteria for evaluating their activities. They are the basis for monitoring and evaluating performance, ensuring transparency and fairness in the management system. Thanks to the provisions and instructions, a level of standardization is achieved, which increases work efficiency and eliminates the possibility of arbitrary decisions and errors.

Organizational and management documents reflect the organizational structure, the work of the staff, and also regulate the processes that are necessary for the effective functioning of the organization. Their composition and content directly depend on the goals and characteristics of a particular organization's activities and must be developed and formalized in accordance with legal requirements.

## The role and significance of organizational and managerial documents in the effective work of the organization

Organizational and management documents play a key role in the effective work of the organization. They are an integral part of the management process and contribute to achieving the set goals. In this subsection, we will consider the role and significance of these documents in the context of the business practice of the Russian Federation.

Organizational and management documents ensure the proper organization of the company's work, which is the basis for its successful functioning. These documents include various management regulations, regulations, instructions, rules and procedures, as well as plans, reports, protocols and more.

Management regulations define the order of work of employees, the structure of the organization, the division of tasks and responsibilities, as well as the basic principles and policies of the organization. They help to establish a common understanding of the organization's mission and strategy, as well as ensure its systematic development. Thanks to the regulations, employees know how they should do their job, what rules and procedures should be followed.

Thus, organizational and management documents are an integral part of the effective work of the organization. They ensure order and stability, as well as ensure compliance with rules and procedures. Compliance with the requirements of the legislation of the Russian Federation in the development and use of these documents is an important aspect for the successful management of an organization.

## The process of creating and approving organizational and management documents

The process of creating and approving organizational and management documents is an important element of organizational activity in accordance with the legislation of the Russian Federation. It includes several stages, starting with the development and preparation of the document.

At the first stage, research and analysis of legal and regulatory acts regulating the activities of the organization is carried out. At the same time, the necessary information is being collected and systematized to compile the document.

This is followed by the stage of developing the text of the document. In the process of its creation, the requirements of the legislation of the Russian Federation, as well as the internal regulations and rules of the organization, are taken into account. If necessary, the necessary forms and samples can be attached to the text of the document, which clarify and supplement its content.

After the text is developed, it should be coordinated with interested structures and officials of the organization. Verification of compliance with the requirements and elimination of identified errors or inconsistencies is carried out.

The prepared document is subject to approval by the relevant official or authorized body of the organization. The approval procedure may involve signing and registering a document on an internal or external medium

## Conclusion

In conclusion, I would like to emphasize that organizational and management documents play a key role in the regulatory regulation of organizations. They serve as the basis for the creation of internal processes, rules and regulations, ensuring the stability and efficiency of the organization. A variety of types of organizational and management documents, ranging from charters and regulations, and ending with various instructions, orders, regulations, are necessary tools for establishing rules, norms and procedures, as well as for ensuring effective management of the organization.

It is important to note that organizational and management documents also contribute to compliance with legislation and standards, which is an important aspect for preventing risks and ensuring legitimate and ethical activities. In addition, structuring and establishing proper procedures using appropriate documentation helps to prevent possible violations, which in turn contributes to the stability and efficiency of the organization.

Thus, understanding and applying the right types of organizational and management documents play an important role in ensuring effective management of the organization, compliance with the rule of law and regulatory requirements, and, consequently, in achieving success and sustainable development of the organization.

## List of sources used

1. Federal Law "On Information, Information Technologies and Information Protection"
2. Federal Law No. 125-FZ "On Archival Business in the Russian Federation"
3. The Civil Code
4. The Tax Code
5. The Labor Code
6. Order of the Ministry of Internal Affairs of Russia dated 06/20/2012 No. 615 "On approval of the Instructions for Office work in the Ministry of Internal Affairs of the Russian Federation"
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