

Policy and Procedure Management System

Bringing Efficiency To Your Policy And SOP Compliance



About Us

Managing documentation is crucial for any organization. However, the sheer volume and constant updates of policies can lead to errors and chaos if not properly tracked. Automated policy management software ensures you always have the latest versions and can easily monitor employee acknowledgment and understanding.

In today's fast-paced business environment, staying compliant and efficiently managing policies is paramount. With Titan Policy Management Software, specifically designed for SharePoint and M365, you can streamline your policy management process, ensuring that your organization stays ahead of the curve.

Key Benefits

01

Centralized Policy Hub

All policies are stored in one accessible location, reducing confusion and ensuring access to the latest versions. The system maintains revision history and version control.

02

Reducing manual tracking

Drafting, reviewing, and approving policies is much faster, enabling quick adaptation to changes and new regulations. Automation reduces manual effort, freeing up resources for critical tasks.

03

For M365 and SharePoint

Designed as native SharePoint App operating entirely within the client's M365 tenant. Customer data remains secure within their M365 tenant.



+1-469-310-4899



www.titanworkspace.com

Automation of Policy Management Lifecycle



Licensing: Annual Subscription (SaaS)
No. of Users: Unlimited per M365 tenant
No. of Policies: Unlimited
No. of Approvals/Revisions: Unlimited
No. of Departments: Unlimited

Platform: SharePoint and M365

Solution Deployment: As a SharePoint solution within customer's M365 tenant. Solution does not run from any third-party cloud. Client's data is stored within their M365 cloud and inherits client's tenant level security.

Microsoft 365 Government Community Cloud (GCC) Compliant

Titan Workspace, compliant with Microsoft 365 Government Community Cloud (GCC), is an excellent choice for the USA's federal cloud for M365, proven by its successful deployments.

[Book Demo](#)



Developed by
SharePoint Experts

☎ 1-469-310-4899
✉ info@titanworkspace.com

📍 TFW Labs, Inc.
2100N Greenville Ave
Richardson Texas 75082 USA

Features

Draft

Allows stakeholders to co-author and version control policy drafts

Review

Submit draft for review via an automated workflow

Approve

Final draft approval by executive team or higher authority

Distribute

Communicate and post approved policies in a repository

Compliance

Track employee acknowledgement and send reminders

Revision

Trigger revision process before policy expiry

Notify

Send notifications to stakeholders at each step

Examples

Departments and functions that can help minimize policy management documentation chaos



Human Resources

Employee Handbooks, Employee Onboarding and Offboarding, Code of Conduct, Performance Management, Leave and Attendance, Employee Benefits and Compensation, Travel

Quality

Quality Management System (QMS), Document Control Procedures, Non-conformance Management, Corrective and Preventive Actions (CAPA), Quality Assurance and Quality Control (QA/QC) Procedures

Procurement

Supplier Selection and Evaluation, Procurement Process, Purchase Order Management, Inventory Management, Supplier Relationship Management

Legal & Finance

Compliance Policies, Financial Reporting Procedures, Contract Management, Risk Management, Internal Controls and Audits

Operations

Standard Operating Procedures (SOPs), Operational Planning and Control, Production Scheduling, Maintenance Procedures, Health and Safety Policies, Environmental Management

Audits

Internal Audit Charter, Audit Planning and Scheduling, Audit Reporting and Documentation, Follow-up on Audit Findings, Risk Assessment and Management

IT & Security

Information Security Policy, Data Backup and Recovery Procedures, Access Control, Incident Response and Reporting, Software Development Lifecycle (SDLC) Processes

Sales & Marketing

Brand Guidelines, Sales Compliance, Sales Strategy and Planning, CRM, Marketing Campaign Management, Pricing and Discount Policies, Sales Reporting and Analytics