**ส่วนที่ 3 ขั้นตอนปฏิบัติงาน**

**เรื่อง (..................................ชื่อเรื่องคู่มือปฏิบัติการหลัก.................................)**

**หลักเกณฑ์วิธีการปฏิบัติงาน**

1. ความนำ 1 หน้ากระดาษ ( 3 ย่อหน้า)

 **ยอหน้าแรก** ความเป็นมาของงานที่รับผิดชอบของผู้วิเคราะห์ มีความเป็นมาอย่างไร มีความสำคัญของงานที่รับผิดชอบอย่างไร เกี่ยวข้องกับหน่วยงาน และภาระกิจของมหาวิทยาลัยอย่างไร เช่น งานวิจัย
งานวารสาร งานเบิกจ่าย งานสารบรรณ งานเบิกจ่าย งานพัสดุ ฯลฯ ...........................................

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 **ย่อหน้าที่สอง** กล่าวถึงกระบวนการการทำงาน และวิธีการของหน่วยงานในภาพรวมของอย่างไร
ทำอะไร ทำอย่างไร มีวิธีทำอย่างไร และผลลัพธ์ที่ได้เป็นอย่างไร..........................................................................

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 สรุปท้าย เป็นการอธิบายถึงการส่งเสริม หรือ การสนับสนุนงานที่รับผิดชอบอย่างไรให้กับอาจารย์บุคลากร และ นักศึกษา หรือผู้ที่เกี่ยวของอย่างไร เพื่อให้เกิดอะไร และผลลัพธ์ที่ได้สนับสนุนภาระกิจของมหาวิทยาลัยอย่างไร เป็นต้น .......................................................................................................

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แผนภูมิขั้นตอนงาน ..............(งานที่รับผิดชอบตามคู่มือปฏิบัติงานหลัก)...................................................

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ตัวอย่าง Flow chart

อ้างอิงจากคู่มือปฏิบัติงานหลักงานบริการสืบค้นทรัพยากรสารสนเทศออนไลน์ มรภ.เทพสตรี

ขั้นตอนที่ 1............................................................................................................

 วิธีการปฏิบัติงาน (ชี้แจง อธิบาย งานมีกฎ ระเบียบ กำหนดหลักเกณฑ์ไว้อย่างไร สรุปเป็นภาษาเขียนปฏิบัติงาน) ........................................................................................................................................................

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 วิธีการปฏิบัติงาน (ชี้แจง อธิบาย งานมีกฎ ระเบียบ กำหนดหลักเกณฑ์ไว้อย่างไร สรุปเป็นภาษาเขียนปฏิบัติงาน) ........................................................................................................................................................

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ขั้นตอนที่ 5............................................................................................................

 วิธีการปฏิบัติงาน (ชี้แจง อธิบาย งานมีกฎ ระเบียบ กำหนดหลักเกณฑ์ไว้อย่างไร สรุปเป็นภาษาเขียนปฏิบัติงาน) ........................................................................................................................................................

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 วิธีการปฏิบัติงาน (ชี้แจง อธิบาย งานมีกฎ ระเบียบ กำหนดหลักเกณฑ์ไว้อย่างไร สรุปเป็นภาษาเขียนปฏิบัติงาน) ........................................................................................................................................................

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