



Standard operating procedures template

SOP #

001

REV #

1

Procedure title:

- **concise and descriptive title**

Purpose:

- clearly state the objective or goal of the procedure

Scope:

- identify the departments, roles, or individuals affected by the procedure

Responsibilities:

- specify the roles responsible for carrying out the procedure

Procedure steps:

- sequentially outline of the tasks and actions required to complete the procedure
- include any necessary guidelines, tips, or best practices

References:

- list any related documents, forms or policies referenced in the procedure

SOP version control

SOP Owner:

- add the department name

Published date:

- effective date of published SOP

Next review date:

- date to review the SOP to ensure that standards align to the latest modernized ways of working
- document the revisions made to the procedure, including dates and descriptions

Resources:

- update the corporate policies and guidelines to include here--samples include:
- Employee handbook
 - Code of conduct
 - IT security policy
 - Travel and expense policy
 - Records management guidelines
- update the corporate software and tools to include here--samples include:
- Microsoft Office Suite [i.e. Word, Excel, PowerPoint, Outlook]
 - Project management software [i.e. Trello, Asana]
 - Document collaboration tools [i.e. Google Workspace, Microsoft Teams]
 - Time tracking and task management tools [i.e. Jira, Toggl]