



Project Management Standard Operating Procedure

Created by **Zapier**

SOP Owner: <Policy owner>

Effective Date: <Effective date>

Introduction

Introduce the purpose of the project management SOP, emphasizing its role in ensuring consistency, efficiency, and success in project delivery within the organization.

Objective

State the objective of the SOP, highlighting its aim to establish clear guidelines and procedures for project management activities across the organization.

Scope

Define the scope of the SOP, specifying the project management functions, personnel, and projects to which it applies.

Responsibilities

Define the scope of the SOP, specifying the project management functions, personnel, and projects to which it applies.

Procedure

Provide detailed steps and guidelines for various project management activities, such as project initiation, planning, execution, monitoring, controlling, and closure. Each procedure should include:

- **Description**
 - Clearly explain the purpose and objectives of the procedure.
- **Responsibilities**
 - Specify the roles and responsibilities of individuals involved in executing the procedure.
- **Steps**

- Provide a step-by-step guide on how to perform the procedure, including communication protocols, tools, and templates used.
- **Documentation**
 - Specify the documentation requirements for each phase of the project lifecycle, including project charters, plans, schedules, status reports, and lessons learned reports.
- **Review and approval**
 - Establish a clear process for reviewing, revising, and approving project plans, progress reports, and deliverables, involving relevant stakeholders.

References

Refer to industry-standard project management methodologies, such as PMBOK or PRINCE2, as well as internal project management policies and procedures.

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<1.0>	<29-Apr-2020>	<First Version>	<OWNER>	<APPROVER>