

Standard Operating Procedure (SOP)

General Information	
Process Title:	Department:
Contact Info:	SOP ID:
Effective Date:	Revision Number:

Process Overview

Process Description:

[Define the goal of the task or process]

Purpose & Scope:

[Explain the rationale for the SOP and detail the who or what the procedure applies to]

Definitions & Related Documents:

[Define terms as needed, attached relevant documents if any]

WBS	Task	Owner
1.0	[Description of task]	[team member]
1.1		
1.2		
2.0		
2.1		
2.3		

[Download our free Work Breakdown Structure for Excel](#)

Resources	
WBS	Resources
1.0	[list resources for this process step]
1.2	
1.3	

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Frequency

[once, daily, weekly, monthly, etc.]

Name/Title

Name/Title

Name/Title