Standard Operating Procedure Template

Task Name: [Enter the name of the task or process]
Goal of the Task: [Describe the objective and desired outcome of the task]

Instructions:

- Overview: [Provide a brief overview of the task, its importance, and how it fits into the overall business process.]

- Prerequisites: [List any prerequisites or requirements needed to perform the task successfully.]

- Tools and Resources: [Mention the necessary tools, software, or resources required for the task.]

- Step-by-Step Instructions: [List the detailed steps to complete the task. Use numbered or bulleted format.]
  a. [Step 1] - [Include a detailed explanation of what needs to be done in this step.] - [You can use bullet points, images, or diagrams to enhance clarity.]
  b. [Step 2] - [Explain the actions needed to be taken in this step.]
  c. [Step 3] - [Continue breaking down the steps as necessary.]

- Troubleshooting Tips: [Anticipate common issues that may arise during the task and provide solutions or troubleshooting guidance.]

- Loom Video Demonstration: [Insert the link to the Loom video where the task is demonstrated step-by-step.]

- Notes and Additional Information: [Include any additional notes, tips, or suggestions related to the task.]

Tips for using this template:

- Be as detailed as possible in the step-by-step instructions to ensure clarity and reduce the chances of errors.
- Encourage employees to provide feedback on the procedures to improve their effectiveness and accuracy.
- Use visuals like images, screenshots, and diagrams when appropriate to supplement the written instructions.
- Keep the SOPs organized and easily accessible, either digitally or in physical copies.
- Regularly update the procedures as the business evolves or processes change.