**STANDARD OPERATING PROCEDURE (SOP)**

|  |  |  |  |
| --- | --- | --- | --- |
| **General Information** | | | |
| Process Title: | [Project Title] | | |
| Department: | [Department Name] | | |
| Contact Info: | [Contact Name] | | |
| SOP ID: | [SOP ID] | | |
| Effective Date: | [Date] | Revision Number: | [Number] |

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| **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]

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| **Process Steps** | | |
| **WBS** | **Task** | **Owner** |
|  | [Description of task] | [team member] |
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| **Resources** | |
| **WBS** | **Resources** |
|  | [list resources for this process step] |
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| **Frequency** |
| [once, daily, weekly, monthly, etc.] |

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| **Review & Signatures** |

|  |  |  |
| --- | --- | --- |
| [Signature] |  | [Date] |
| Signature |  | Date |

[Name]

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| --- |
| Name |
| [Title] |
| Title |

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| [Signature] |  | [Date] |
| Signature |  | Date |

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| Name |
| [Title] |
| Title |