Note: This document is “view only”. Please create a copy of this document and save it to your drive.

**SOP- Creating Master Docs- Sarah Noked OBM**

**PREREQUISITE**

[Master: SOP- Standard Operating Procedures- Systems Vault](https://docs.google.com/document/u/0/d/1P8URSBV8z47y77ZGJGUbzm-qVnItlp-NJmbVZygxfIM/edit)

Google Drive

3. SN MASTER DOCS

[Teamwork PM](http://sarahnoked.com/teamwork)

[Guidelines: Naming Conventions- Systems Vault](https://docs.google.com/document/u/0/d/1IsYwJoykfoADN6hC3jGEgms5vz92vpVEAHWlxIMMJW8/edit)

**PURPOSE**

We create master docs to centralize and hold important documents.

**POLICY**

In Google Drive our master docs live here 3. SN MASTER DOCS

Master Docs can be any file type- spreadsheets, docs, slides, etc.

When linking master docs to SOPs always use the exact name using Master: [Guidelines: Naming Conventions- Systems Vault](https://docs.google.com/document/u/0/d/1IsYwJoykfoADN6hC3jGEgms5vz92vpVEAHWlxIMMJW8/edit) created for the document within the SOPs.

**PARTY**

All Team Members

**PROPERTY**

Online Business Manager

**PROCESS**

Part 1: Create the Master Doc

Part 2: Submit for Review

**PROCEDURE**

**Part 1: Create the Master Doc**

1. Create the 3. SN MASTER DOCS [folder](https://drive.google.com/drive/folders/0B0ImtcKvH65Ua1NyLTZHWjlEeDA) in Google Drive
2. Link the master doc to appropriate SOPs

**Part 2: Request Master Doc review**

1. Create a new task in the [Teamwork PM](http://sarahnoked.com/teamwork) Project “Sarah Noked Projects” in the task list “CURRENT SOP Sprint”
2. Assign the SOP to the “Property Owner” you’ve established in the SOP (if relevant) or the Operations Manager and notify the person responsible for reviewing via Teamwork PM. Coassign yourself on this task for followup and follow the SOP all the way through to completion.

**Created by:**

**Department:** Growth

**Date:**

**Revised:**

**Revised by:**