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**SOP- Maintaining Standard Operating Procedures- Sarah Noked OBM**

**PREREQUISITES**

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

Google Drive

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

[Master: SOPs- Systems Vault](https://docs.google.com/spreadsheets/u/0/d/1z1XxJf0lB-WdKR4mwtZVZffvMCbQZgRgtZTYUzNiMCE/edit)

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

**PURPOSE**SOPs are our bread and butter and they are also living and breathing documents that need to be updated regularly. We maintain SOPs to ensure that we aren’t following old procedures and to keep our SOP folders up to date.

**POLICY**

When modifying SOPs always use your @sarahnoked.com to login to Google Drive

Recurring tasks are set in [Teamwork PM](http://sarahnoked.com/teamwork) for all “Property Owners” to make sure that the SOPs are up to date and, if necessary, create tasks to update SOPs in the [Teamwork PM](http://sarahnoked.com/teamwork) Project “Sarah Noked Projects” in the task list “CURRENT SOP Sprint”

If the SOPs need to be updated the “Property” owner must be co-assigned on tasks for SOP updates

**PARTY**

All Team Members

**PROPERTY**

Online Business Manager

**PROCESS**

Part 1: Review SOPs

Part 2: Assign Updates and Follow up

**PROCEDURE**

**Part 1: Review SOPs**

1. Login to Google Drive
2. Navigate to the SOP you want to review
3. Review the SOP for relevancy and if necessary review the SOP with the “Party” responsible for carrying out the SOP

**Part 2: Assign Updates and Follow up**

1. If necessary, create tasks to update SOPs in the [Teamwork PM](http://sarahnoked.com/teamwork) Project “Sarah Noked Projects” in the task list “CURRENT SOP Sprint” and coassign yourself on task for follow up

**Created by:**

**Department:** Growth

**Date:**

**Revised:**

**Revised by:**