****

**\*\*This is a template!! This document is “view only”. Create a copy of this document in your own Google Drive in order to start creating your SOP :)**

**SOP- Title of the SOP- Company name (e.g.: Sarah Noked OBM)**

**PREREQUISITE**

\*\*Hyperlink any resources listed here and use the proper file/folder names\*\*

**PURPOSE**

\*\*Think about the what are we doing and why\*\*

**POLICY**

\*\*What are the guidelines for this task, how often does it happen, does it need to be approved...some things to think about\*\*

**PARTY**

\*\*Who is responsible- This can be a single person and if so, then the same, or Project Managers, for example\*\*

**PROPERTY**

\*\*Who owns this- This is a single person and this is also the person responsible for ensuring this SOP stays up to date\*\*

**PROCESS**

Part 1: XXX

Part 2: YYY

Part 3: ZZZ

**PROCEDURE**

**Part 1: XXX**

2.

**Part 2: YYY**

2.

**Part 3: ZZZ**

**Created by:**

**Department:**

**Date:**

**Revised:**

**Revised by:**