SOP ID: SOP-ITSM-000
Title: Hello World Document Control
Version: 0.2
Status: Draft (for Training)
Author: John Doe
QA Reviewer: Anna Dash
Approver: Max Black
Effective Date: 31/12/2025

1. Purpose

The purpose of this Standard Operating Procedure (SOP) is to describe the "Hello World" document control workflow used for training and validation of the GitHub + SharePoint based documentation system.

This SOP **must not** be used as a production-quality procedure. It is intended only for internal testing and training.

2. Scope

This SOP applies to:

- All authors who create or update controlled documents in the incoming/ folder of the GitHub repository;

- QA reviewers who review the generated Markdown files in Pull Requests;

- approvers who approve the Pull Requests and release the corresponding PDF files to SharePoint.

3. Responsibilities

Author

- Slava Sherbakov prepares updates the Word document in incoming/;

- updates the version number and revision history table before each new release;

- creates a Git branch and commits changes to the repository.

QA Reviewer

- reviews the generated Markdown file in the Pull Request;

- confirms that the content is correct and compliant;

- requests corrections if needed.

Approver

- reviews and approves the Pull Request;

- by approving the Pull Request, provides an electronic signature for the new version;

- confirms that the document may be released to SharePoint.

4. Objection

- **SOP** – Standard Operating Procedure (short SOP).

- **PR (Pull Request)** – a GitHub mechanism used to review and approve changes before they are merged into the main branch.

- **Approved PDF** – a PDF file generated from the Word document after the Pull Request has been approved and merged, signed and published to SharePoint.

Version	Date	Author	Description
0.1	2025-02-20	John Doe	Initial "Hello World" training SOP
0.2	2025-12-08	John Doe	Updated to test full release pipeline
0.3	2025-12-12	John Doe	Updated to test full release pipeline