

**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:

- authors who create or update controlled Word 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

- prepares and 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. Definitions

- **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