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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Standard Operating Procedure | | | | |  | **PROCESS STEPS** | | |
| **Company Name** | | |  | | WBS | Task | Owner |
|  | Street Address, City, ST ZIP | | 1.0 | Description of task | Team member |
|  | (999) 999-9999 | | 1.1 | Description of task | Team member |
|  | user\_name@email.com | | 1.2 | Description of task | Team member |
|  | | | | | 1.3 | Description of task | Team member |
| **GENERAL INFORMATION** | | | | | 2.0 | Description of task | Team member |
| **Process Title:** | | Title | **Department:** | Department |  |  |  |
| **Contact Info:** | | Info | **SOP ID:** | ID |  |  |  |
| **Effective Date:** | | Enter a date | **Revision Number:** | Number |  |  |  |
|  | | | | |  |  |  |
| **PROCESS OVERVIEW** | | | | |  |  |  |
| **Process Description** | | | | |  |  |  |
| Define the goal of the task or process | | | | |  |  |  |
|  |  |  |
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|  | | | | |  |  |  |
| **Definitions & Related Documents** | | | | |  |  |  |
| Define terms as needed, attached relevant documents if any | | | | |  |  |  |
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|  | | | | |  |  |  |
| **Purpose & Scope** | | | | |  |  |  |
| Explain the rationale for the SOP and detail the who or what the procedure applies to | | | | |  |  |  |
|  |  |  |
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