**Standard operating procedures** (**SOPs**) can help keep teams on track, increase knowledge sharing, and boost productivity. To create and maintain detailed SOPs, you can try these steps:

* Identify the process

Determine which processes need documentation and break them down into clear steps.

* Gather information

Involve stakeholders and subject matter experts (SMEs). Interview SMEs to gain insights that can help create accurate and comprehensive SOPs.

* Write the SOP

Use a clear, concise, and structured format that includes the purpose, scope, responsibilities, and any necessary materials or precautions. Avoid jargon and assumptions, and use bullet points, numbered lists, and headings to improve readability.

* Review and approve

Have clear procedures for reviewing and approving SOPs, which might involve multiple levels of review and approval.

* Train and communicate

Conduct training sessions to familiarize employees with the SOPs, and explain their purpose, benefits, costs, and importance. Provide opportunities for hands-on practice, and encourage questions and address any concerns.