

# Standard Operating Procedure Template

Governance, Process & Reporting — Sample Template

## How to Use This Template

Fill in the fields below, then walk through the Procedure section step by step, testing each one as if you'd never done the task before. If a step needs judgment instead of a clear rule, rewrite it as a decision rule so it doesn't depend on who's running it that day.

SOP Title: \_\_\_\_\_

Owner: \_\_\_\_\_

Review Cadence: \_\_\_\_\_

Last Updated: \_\_\_\_\_

## Purpose & Scope

*[Describe what this SOP covers, who it applies to, and what triggers it.]*

## Procedure

1. [Step one — specific enough that someone new could follow it without asking questions]
2. [Step two]
3. [Step three]
4. [Step four]
5. [Step five]

## Exceptions & Escalation

*[Describe what happens when this procedure doesn't cleanly apply, and who to escalate to.]*

## What Makes a Good SOP

- Steps are numbered and specific enough for someone new to follow without guessing
- Exceptions are named explicitly, not left to judgment calls
- Ownership and review cadence are stated on the document, not passed along verbally
- Revision history is kept current every time the process changes, even minor tweaks

## Revision History

| Date | Change | Updated By |
|------|--------|------------|
|      |        |            |
|      |        |            |
|      |        |            |

| Date | Change | Updated By |
|------|--------|------------|
|      |        |            |