



PROCESS DOCUMENTATION

STANDARD OPERATING PROCEDURE

DESCRIPTION

This is a description of the Process. What you are solving with the process. Each Process should contain goals, timelines for the completion of the process, and what priority level it is.

If there are KPI's tied to the process – name them and how they function.

Name the stakeholders (by title) internally and externally.

SCOPE

Who does this process affect? Which teams are involved in this process and what other processes does it touch and impact.

PREREQUISITES

Are there any processes that come before or after this one?

RESPONSIBILITIES

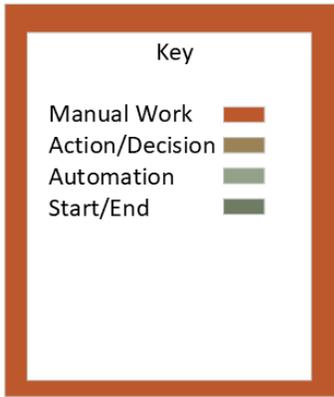
Who owns this process? Who is responsible for performance of the task, determining if it is finished, and who is ultimately accountable for it?

PROCEDURE

1. Step
2. By
3. Step
4. Procedure of
5. How to Perform
6. The Process

REVISIONS

2023220.20.1 Version is year month day dot day dot version # – Your Name – Initial Draft, Draft, or Final



Policy Approval Process

Create a Policy in Word

Start Process

Save to Sharepoint Folder

Start and Wait For Approval(s)

Condition

True

For Each

Send Email

Move File

False

For Each

Send Email

Make Edits as needed

End Process