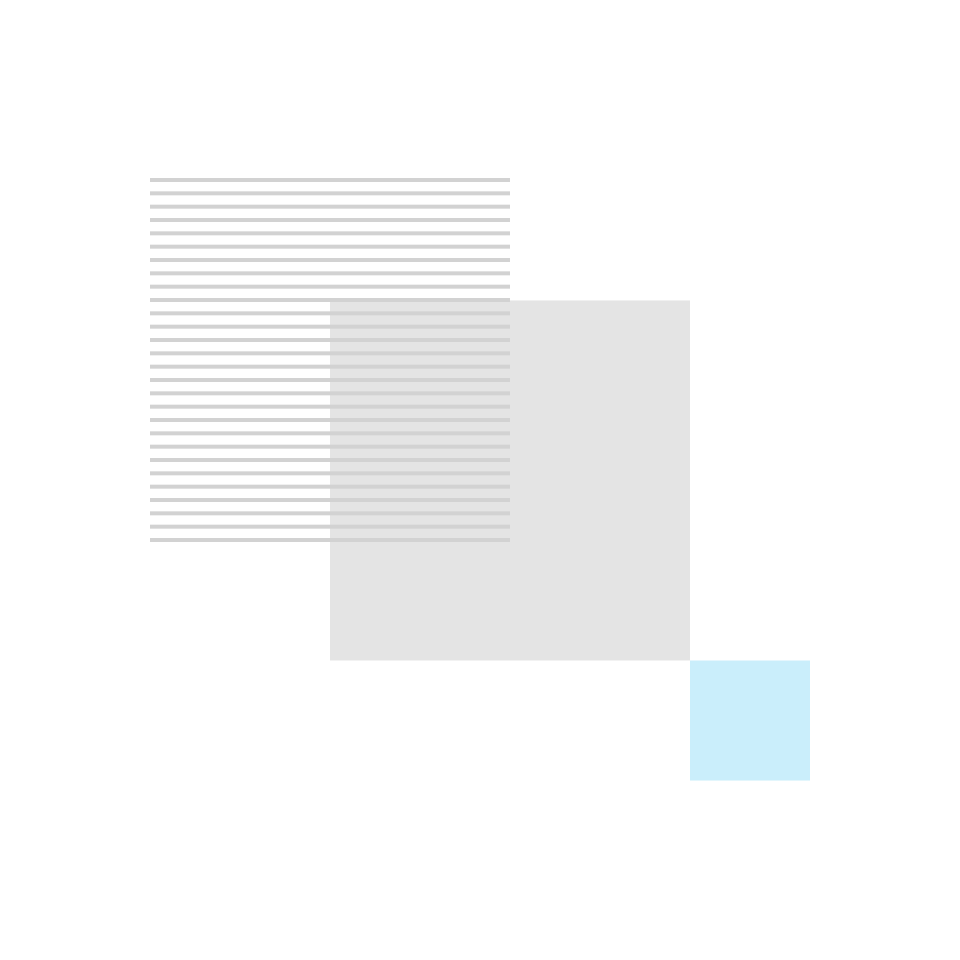
**[A blue and white sign

AI-generated content may be incorrect.](https://www.smartsheet.com/try-it?trp=12401&utm_source=template-word&utm_medium=content&utm_campaign=SEO)Business SOP Template**

**SOP** Title

|  |  |
| --- | --- |
| SOP Number |  |
| Department |  |
| Effective Date |  |
| Review Date |  |
| Prepared By |  |
| Version |  |



Purpose

*Briefly describe why this SOP exists and the value it provides to the business.*

|  |
| --- |
| Description |

Scope

*Define where and to whom this SOP applies. List departments, roles, or business functions included, and note any exclusions.*

|  |
| --- |
| Description |

Process Overview Snapshot

*Provide a short summary of the process in plain language. Include the goal, the high-level steps, and who benefits from this SOP.*

|  |
| --- |
| Description |

Roles, Responsibilities, and Stakeholders

|  |  |  |
| --- | --- | --- |
| Role | Responsibility | Stakeholder Impacted |
|  |  |  |
|  |  |  |
|  |  |  |

Inputs and Outputs

|  |  |
| --- | --- |
| Inputs  (triggers that start the process) | Outputs  (deliverables or results) |
|  |  |
|  |  |
|  |  |

Procedure

|  |
| --- |
| 1. Step One |
| * Instruction * Instruction * Instruction |
| 1. Step Two |
| * Instruction * Instruction * Instruction |
| 1. Step Three |
| * Instruction * Instruction * Instruction |
| 1. Step Four |
| * Instruction * Instruction * Instruction |

KPIs and Metrics

*List measurable indicators to assess the success of this SOP (e.g., response time, cost savings, error rate, customer satisfaction).*

|  |
| --- |
| Description |

Risks and Controls

*Document potential risks or bottlenecks, along with the controls or safeguards in place.*

|  |
| --- |
| Description |

Related SOPs / Linked Processes

*Cross-reference any other SOPs that interact with this one (e.g., “Sales SOP – Lead Management” or “Finance SOP – Invoicing”).*

|  |
| --- |
| Description |

Process Improvement Notes

*Capture lessons learned, improvement ideas, or feedback from staff using this SOP. Update during reviews.*

|  |
| --- |
| Description |

Documentation and Recordkeeping

*Specify what forms, logs, or reports are associated with this SOP, and where they should be stored.*

|  |
| --- |
| Description |

Revision History

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Version | Date | Description of Change | Author | Approver |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Approvals

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Role | Signature | Date |
|  |  |  |  |
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|  |  |  |  |

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| --- |
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