

{Clear Title}

Who is it for: Names of people in the company this SOP is for to follow. (ex: WordPress team, WordPress management team, HR, Everyone in Team, PHP team, Hisably team, Liquor 21 team etc)

Prepared by: Your name

Outcomes:

- What do you hope to achieve from this SOP?
- How will it help you?
- How will it help others?
- How will you measure the success of this SOP?
- Why must this SOP be followed by everyone?

Critical Steps:

1. Step by step instruction
2. Easy to follow steps
3. This steps must happen to ensure SOP is followed
4. What to do if they have a question on any step?
5. List other acceptable alternative
6. Leave a message in the slack channel if confused.
7. Notify X person once this is completed.
8. Update google drive file in X folder once this is complete.
9. Make suggestions to improve SOP.
10. If there are sub SOPs for any step, link it to another SOP doc.

Example:

1. Give examples of tasks where critical steps are followed.
2. Give a second example of a task where critical steps are followed.

Action:

1. Provide suggestion to improve this SOP
2. Next action needed on this SOP
3. Is this SOP read and understood by everyone who needs to follow it?

