Standard Operating Procedures (SOPs) are intended to help ensure employees have access to the latest known best practice to accomplish a specific process.

**Key Process Steps**

|  |  |  |  |
| --- | --- | --- | --- |
| Step # | Step Name | Who is Accountable | Track Employee Improvement Ideas |
| #1 |  |  |  |
| #2 |  |  |  |
| #3 |  |  |  |
| #4 |  |  |  |
| #5 |  |  |  |

|  |  |
| --- | --- |
| **Business Owner**:*Role: Sets vision, measures process and aligns stakeholders*  |  |
| **Purpose of Process***What is the output this process produces?* |  |
| **Success Metrics:***How do we measure the effectiveness of this process?* |  |
| **Stakeholders of Process:***Who are all the stakeholders of this process?* |  |