[title]

# Purpose

[A one-sentence summary of which process this documentation corresponds to]

# Related Topics

[Any related topics that are dependent on this process or might be something a reader needs elaboration on]

# Scope and Context

[A brief description of how and when this process might be necessary and which roles will be expected to interact with it]

# Definitions

[Any definitions or acronyms that readers will need to know before getting started. Use your best judgment when it comes to defining broad terms here and defining specific terms as necessary in the relevant process steps]

# Procedures

[The steps needed to successfully and correctly complete the task this SOP relates to. This could also be a flowchart or embedded video on a web page/LMS entry]

# Related Resources

[Any resources that might add additional context or instruction, such as video training or technical manuals]

# Key People

[Contact info for a supervisor, HR professional, team leader, trainer, and/or any other relevant roles/people the reader should contact in regard to this SOP]