SOP – Project Management Tool

Date: _____

Change			
☐ Policy	☐ Performance Standard	☐ Law	☐ Other

Description of Change

SOP(s) to Update	
SOP ☐ New ☐ Updated	SOP #
SOP ☐ New ☐ Updated	SOP #
SOP ☐ New ☐ Updated	SOP #
SOP ☐ New ☐ Updated	SOP #
Associated Forms	Form Name
☐Replace ☐Remove ☐Add New	
☐Replace ☐Remove ☐Add New	
☐Replace ☐Remove ☐Add New	
☐Replace ☐Remove ☐Add New	
☐Replace ☐Remove ☐Add New	
☐Replace ☐Remove ☐Add New	
☐Replace ☐Remove ☐Add New	

Project Team	
Project Manager (PM)	
Process Owner (AM)	
Additional Manager	
Additional Manager	
Additional Manager	
Other Participants	
Other Participants	
Other Participants	

SOP – Project Management Tool

Project Timelines		
Key Responsibilities		
Person	Responsibility	Due Date
Portal Admin		
Date Due		
Communication and Training		
Who is Responsible for Training		
Type of Training	☐ Email	☐ In-Person
Description of Training		

Project Debrief	
Date of Debrief	
Responsible Person	