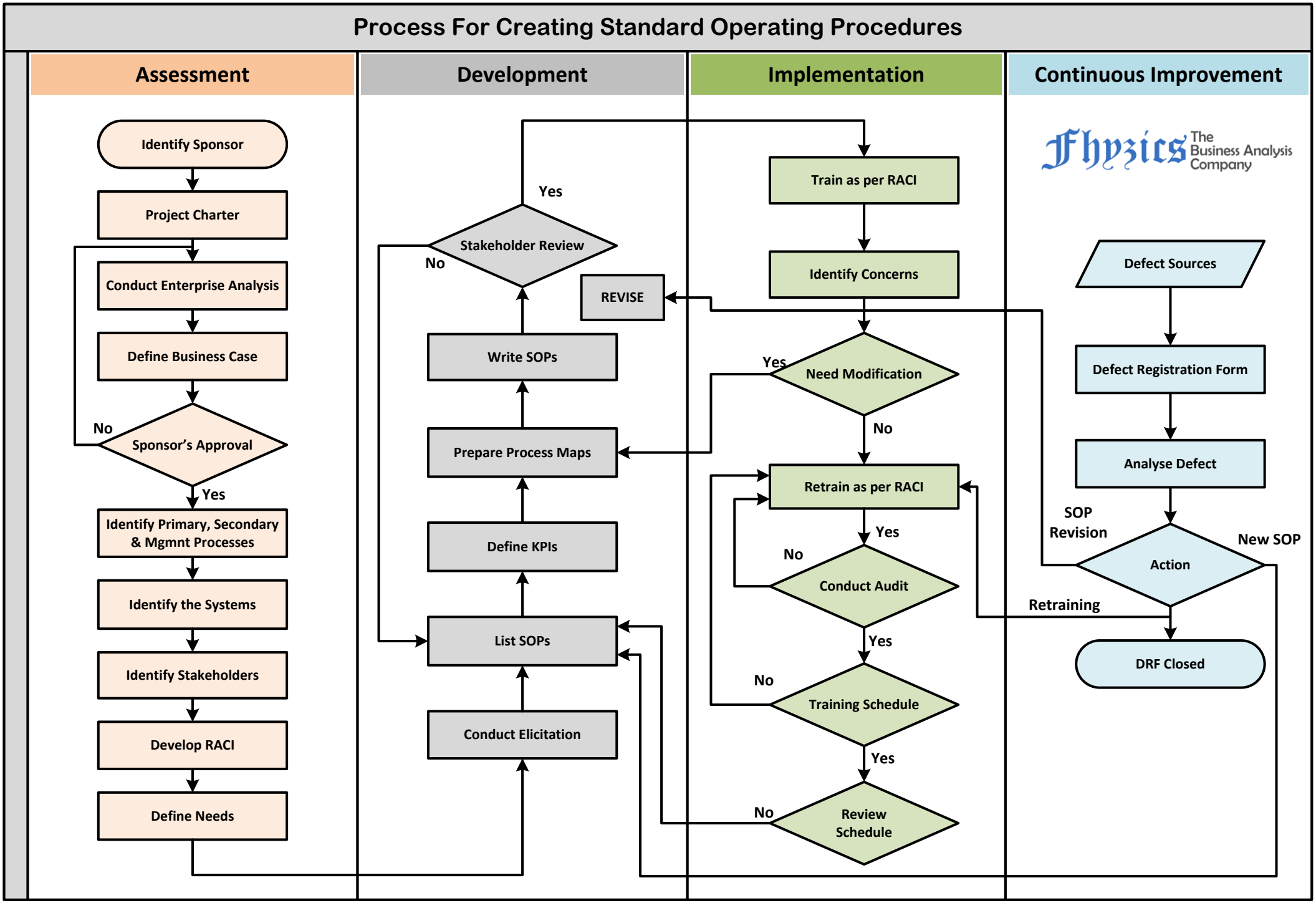
Process For Creating Standard Operating Procedures
Assessment
Development
Implementation
Continuous Improvement
Identify Sponsor
Project Charter
Conduct Enterprise Analysis
Define Business Case
Sponsor's Approval
No
Yes
Identify Primary, Secondary & Mgmnt Processes
Identify the Systems
Identify Stakeholders
Develop RACI
Define Needs
Conduct Elicitation
List SOPs
Define KPIs
Prepare Process Maps
Write SOPs
Stakeholder Review
No
Yes
REVISE
Train as per RACI
Identify Concerns
Need Modification
Yes
No
Retrain as per RACI
Conduct Audit
No
Yes
Training Schedule
No
Yes
Review Schedule
No
Fhyzics The Business Analysis Company
Defect Sources
Defect Registration Form
Analyse Defect
Action
SOP Revision
New SOP
Retraining
DRF Closed