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| Logo[1] | **Enter SU/Department/Division Name Here**  **Standard Operating Procedure (SOP)**  **Procedure Name**: **Enter name here** |

Summary

{Insert basic text that describes the purpose of this SOP in plain English}

Effective Date

{Insert date that this SOP goes into effect}

Scope

{Describe what specifically this SOP covers and what it does not!}

Guidelines/Authority

{Provide the actual authority or reference a law or guideline, if applicable e.g., Code of Virginia details}

To Be Used By

{Identify the roles or general staff who will use this SOP (e.g. “Performance Management Specialist”)}

Checklist/Procedures

{Provide step by step instructions here. Each step should be clear and logical. After stating the step, feel free to identify the reason in another sentence. **Be specific about time frames, who does something (refer to them by title or role, not by name) and when they do it**. Separate parts of a process with headings (e.g. “Planning the Project,” “Closing the Project,” etc.). Write the title in bold print so it is easy to identify the person involved in a step. Use the active voice when describing the steps.}

Sample:

1. In October, **the state performance review cycle closes out** identify any other major agency deadlines, events that would conflicts that could impact the timely completion of performance review data submission. This avoids conflicts for the targeted participants.
2. {See attachment for additional steps}

Attachments:

{List any attachments referenced in the SOP. Samples of actual e-mails, correspondence or examples are helpful to orient anyone reading the document.}

Approving Authority/Revision Information

**SOP Sponsor Name/Position**: {This is the person who has the authority to approve the SOP for use.}

**SOP Owner Name/Position**: {This is the person who is responsible for writing and updating the SOP.}

**Revision Date**: {List the date the SOP was started or revised.}

**Next Review/Revision Date**: {Typically, this is a year from the revision date listed above.}