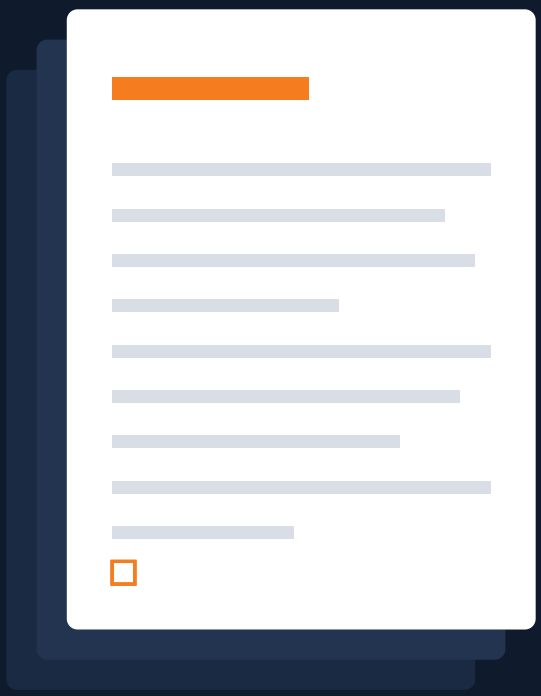
Documentation
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FREE TEMPLATE

SOP TEMPLATES

Simple SOP

A one-to-two page procedure for basic admin tasks and quick digital workflows.

LEVEL OF DETAIL

Low

BEST SUITED FOR

Basic admin tasks, quick digital workflows

About this template

The Simple SOP keeps only what a reader needs to complete a short, low-risk task correctly: what it is for, who does it, what they need, and the steps. If your procedure grows past about 12 steps or involves several teams, move to the Standard SOP.

Detail	
Level of detail	Low
Best suited for	Basic admin tasks, quick digital workflows

How to use it

- Replace every *[grey bracketed placeholder]* with your own details.
- Delete the orange **Guidance** boxes and green **Example** boxes before you publish or circulate it.
- Add or remove table rows as needed; keep the section order so readers can find things quickly.

Document Control

SOP title		**SOP number**	
Owner		**Last updated**	

01 Overview

GUIDANCE *In one short paragraph, say what the task is and when it should be done.*

Task	*[e.g. Reset a user's email password]*
When to do it	*[Trigger or schedule]*
Who does it	*[Role]*
Time needed	*[e.g. 5 minutes]*

EXAMPLE Use this SOP whenever a team member asks for their Google Workspace password to be reset. It takes about 5 minutes.

02 What You Need

GUIDANCE *Keep this short: access, tools or information required before starting.*

	Item
☐	*[Tool or system access]*
☐	*[Information you need from the requester]*
☐	*[Any approval required]*

03 Steps

GUIDANCE *Write short, numbered steps that start with a verb. Add a screenshot reference if a step is easy to get wrong.*

#	Step
1	*[Open ... and go to ...]*
2	*[Click / enter / select ...]*
3	
4	
5	
6	
7	
8	

04 Tips & Common Mistakes

GUIDANCE *Add the one or two things that most often go wrong, and how to avoid them.*

- [Common mistake and how to avoid it]
- [Helpful shortcut]

05 Need Help?

GUIDANCE *Tell the reader who to contact if something does not work.*

Contact	*[Name / role]*
Channel	*[Email, chat channel, ticket queue]*

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