

SOP Document Plan Worksheet

1. List and describe documents to be created. (Name the document. What is in it?)
2. Who will use the documents? (Operators, maintenance, management?)
3. What are the deliverables? (Hardcopy, MSWord, pdf, web versions?)
4. What resources are available? (Existing documents? Experts? Writing expertise? etc)
5. Define the styles and formats you will use. (What do you want the SOP to look like? Hardcopy? Web?)
6. Describe how you will manage the process. (Who will be in charge? How will data gathering occur, etc.)
7. What hardware and software tools will you use? (Computers, word processors, authoring software, graphics, etc)
8. Create a schedule for your SOP project. (How long do you expect the task to take?)

9. Identify personnel involved in the project. (List roles.)

10. If changes are required, how will you manage them? (E.g. if additional SOP are required how will you proceed?)

11. What kinds of contractual arrangements will be needed to complete the project? (Indicate and describe if outside expertise will be required.)

12. Other information that defines the SOP: