STANDARD OPERATING PROCEDURE TEMPLATE
Provided by the City of Mississauga

Subject: (short title that is quickly recognizable)
                      (date last updated)
Date:

Prepared By: (main author, with extension)
                      (include position title)

Description of Activity Being Performed
- (high-level summary of what is being done, for whom)

Frequency of Activity
- (daily, monthly, ad-hoc, etc.)

Requirements
- (what access is required? What information is required to start the work? Etc.)

Related Documents
- (provide links to any related documents, e.g. MOUs, legal agreements, etc.)

Procedure
1. (this section is very specific to the procedure being documented)
2. (generally should be step-by-step)
3. (may be set up as a flowchart)
4. (use screenshots or provide samples of emails, etc.)
5. (may have relevant attachments)
6. (need to maximize links / SharePoint benefits)

Approvals
(Name, Title of Approver)
Approval Date: (Enter date here)