



Project Management & Construction Services

Standard Operating Procedures

Policy and Procedures Manual SOP Review and Approval

Purpose

- To create consistent, clearly written SOP's for use by PMCS personnel

Definitions

Assigned Editor: The staff person assigned to prepare the SOP for final publication by correcting any errors and ensuring clarity and accuracy of language use

Author: Person responsible for writing and editing content of SOP (typically Subject Matter Expert)

Key Stakeholders: Senior PM's, Senior Technical Staff, or Managers of sections which the SOP will affect

PMCS Staff: All project management team members of the department who are accountable for instituting the SOP

Actions by Phase

First Draft

1. PCPM identifies appropriate Subject Matter Expert to serve as Author.
2. Author and PCPM Identify Key Stakeholders to be included in development process.
3. PCPM, Author, and Key Stakeholders meet to perform Process Analysis and Process Mapping. This committee will meet as many times as necessary until Process Map is complete.
4. PCPM creates written first draft of SOP based on the Process Map
5. Author and Key Stakeholders comment on written draft.
6. PCPM updates draft to address comments and returns to Key Stakeholders for review. Repeat steps 5 and 6 until there are no further comments.

Second Draft

1. Author and PCPM submit SOP to PMCS Management Team for review and comments /approval.
2. PMCS Management Team reviews draft and provides comments/approval to PCPM.
3. PCPM edits draft to address comments.



Project Management & Construction Services

Standard Operating Procedures

4. Return to Step 1 and repeat until there are no further comments. When there are no further comments, proceed to Testing phase.



Project Management & Construction Services

Standard Operating Procedures

Testing

1. PCPM submits solicits for volunteers to test the new process.
2. Volunteers follow draft process using actual projects and provide feedback to PCPM regarding function of proposed process.
3. PCPM addresses recommendations and creates final document.

Publishing

1. PCPM stores SOP in appropriate network location.
2. PCPM sends e-mail to inform PMCS Staff that SOP has been finalized, approved, and put on network. The SOP is now ready to be taught to employees.