



S.O.P. TITLE

Created By: [Name]

Last Update: [Date]

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Overview of Task:

When:

Person | Roles for this Task

- {ROLE NAME} - {PERSON NAME}
- {ROLE NAME} - {PERSON NAME}

Assets Needed:

- Programs used in this task
- Logins needed

Step-by-Step Process:

1. XXX
2. XXX
3. XXX

Video of Process: [record a video of the process walking through exact steps (use zoom or loom)]

When To Mark Complete:

Links/Docs/Media Associated with this task: