Standard Operating Document (SOD) Template

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# Strategic Objective

The Strategic Objective will go here. It should explain the ”WHY” behind the Department. It should give an overview of general strategy, our direction, who we are, and how we function. It should be brief and to the point.

# General Operating Principles

General Operating Principles are the guidelines for decision making for your department. The General Operating Principles, like the elements of the Strategic Objective, keep us moving in a focused direction whether there’s a tendency toward non-action on the one hand, or a momentary burst of impetuousness on the other. We are dogmatic about following our principle

# Discussions - Heading 1

Link to Discussion Notes (Day and Time of Meeting)

# Important Documents/Dashboards

This is where you can put important documents or dashboards to be referenced

# SOPS

[How to make a table of contents SOP](https://support.google.com/drive/answer/106342?hl=en)

## **Categories of SOPs - These are Heading 2s**

Sub-Categories of SOPs are more specific SOPs and are necessary once a SOD gets larger. Examples might be Reporting SOPs or Hiring SOPs