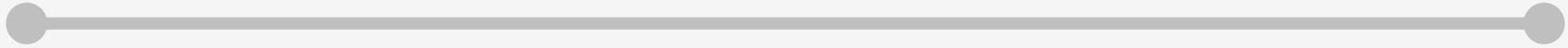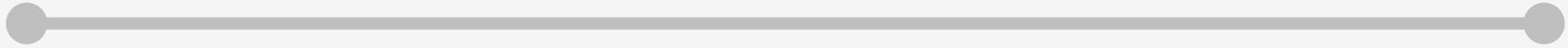# SOP YOUR PROJECTS

Notes:

Notes:

The Project Map

Key milestones:

Intermediary steps:

The Project Map

Key milestones:

Intermediary steps:

SOP Example

Sample SOP Steps:

- ☐ Kickoff call
- ☐ Read client's research
- ☐ Identify gaps in research
- ☐ Do my own research (gaps/supplementary)
- ☐ Interview SMEs
- ☐ Sort through, consolidate and index research
- ☐ Review and think through ALL research
- ☐ Mindmap
- ☐ Outline
- ☐ Talk it through
- ☐ Send outline to client
- ☐ Revise and send final outline
- ☐ Frankendraft
- ☐ Incubation time
- ☐ Revise
- ☐ Incubation time

- ☐ Copy edit / proofread
- ☐ Submit to client
- ☐ Revisions
- ☐ Final draft
- ☐ Post-project client debriefing

Notes:

SOP Version 1.0

Take a stab at documenting one of your common projects:

Notes:

HIGH-INCOME BUSINESS WRITING