****

ANALYSIS

**{#templaterConfig}{#subject}{#object}{name}{/object}{/subject}{/templaterConfig}**

Standard Operating Procedure

|  |  |
| --- | --- |
| **Identifier:** | {#templaterConfig}{#subject}{#object}{#referenceNumbe  r}{referenceNumber}  {/referenceNumber}{^referenceNumber}N/A{/referenceNumber}{/object}{/subject}{/templaterConfig} |
| **Version:** | {#templaterConfig}{#subject}{#object  }{version}{/object}{/subject}{/templaterConfig} |
| **Last Modified Date:** | {#templaterConfig}{#subject}{#object}  {checkinDate}{/object}{/subject}{/templaterConfig} |
|  |  |

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# Process History

Summary of modifications:

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Modified by** | **Comments** |
| {#templaterConfig}{#subject}{#versions}{version} | {checkinDate} | {#checkinBy}{firstName} {lastName}{/checkinBy} | {#checkinComment}{checkinComment}{/checkinComment}{^checkinComment}N/A{/checkinComment}{/versions}{/subject}{/templaterConfig} |
|  |  |  |  |

1.1 Rasci Matrix of Process Activities

The following is a list of the activities (tasks and subprocesses) conducted within the scope of this process, as well as any roles and/or assets associated to them combined with their RACI assignment.

**R**: Responsible, **A**: Accountable, **S**u: Support, **C**: Consulted, **I**: Informed

N.B. The skipping of sequence numbers is intentional.

{#objects}{#object}

**{name}**

@@rasciMatrix:{nodeId}@@

{/object}{/objects}

# Introduction

## Objectives of this guide

This Standard Operating Procedure is a reference document for the process presented below in order to allow it to achieve its objectives. It provides directives to operational teams relating to their role and responsibilities for the execution of their respective activities, illustrates the interrelations between activities, and presents the associations with related processes and other business objects.

## Target Audience

This guide is intended for the process owner process, who is responsible for the process’ design, implementation, management and continuous improvement, for process participants, who benefit from activity descriptions, specified responsibilities, and other related content, and for other stakeholders who interact with the process.

{#objects}{#object}

# Procedure

**{name}**

## Process Goal

{#goal}{goal}{/goal}{^goal}*None defined*{/goal}

## Process Overview

{#hasDescription}@@richTextDescription[width:300]:{nodeId}@@

{/hasDescription}{^hasDescription}*None defined*{/hasDescription}

## Acronym & Glossary

{#attributes}{#target}

* {name} *(v{version})*

@@richTextDescription[width:300]:{nodeId}@@

{/target}{/attributes}{^attributes}*None Associated*{/attributes}

## Role & Responsibility

{#roles}{#target}

* {name} *(v{version})*

@@richTextDescription[width:300]:{nodeId}@@

{/target}{/roles}{^roles}*None Associated*{/roles}{/object}

## Process Map {#object}

@@map[width:400]:{nodeId}@@

{/object}

## Triggers and Outcomes

The following is a list of all Events that would either trigger this process (START), or represent a possible outcome (END).

{#nodes}**{sequenceNumber}**  **{name}**

@@richTextDescription[width:300]:{nodeId}@@

{/nodes}{/objects}