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

Standard Operating Procedure

|  |  |
| --- | --- |
| **Identifier:** | {#templaterConfig}{#subject}{#object}{#referenceNumber}{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} |
| **Download Date :** | 2020-08-12 |

**NOTICE** : This document CONTAINS CONFIDENTIAL INFORMATION which should not be disclosed to persons other than employees authorized by the nature of their duties, to receive this information, or to authorized individuals or organizations, in accordance with current policy regarding the dissemination of company information.

# Process Governance

Process Owners **/** Accountable Roles and Org. Units

|  |  |
| --- | --- |
| **Responsibility** | **Name** |
| Owner Role (A) | {#templaterConfig}{#subject}{#object}{#roles}{#accountable}{#target} {#name}{name}; {/name}{/target}{/accountable}{/roles}{^roles} *None Defined* {/roles}{/object}{/subject}{/templaterConfig} |
| Owner Org Unit (A) | {#templaterConfig}{#subject}{#object}{#orgUnits}{#accountable}{#target} {#name}{name}; {/name}{/target}{/accountable}{/orgUnits}{^orgUnits} *None Defined* {/orgUnits}{/object}{/subject}{/templaterConfig} |

Process Level RACI Matrix (Roles and Org Units) :

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name | R | A | Su | C | I | V | Si |
| {#templaterConfig}{#subject}{#object}{#roles}{#target}{name}{/target}  | {#responsible}x{/responsible} | {#accountable}x{/accountable} | {#support}x{/support} | {#consulted}x{/consulted} | {#informed}x{/informed} | {#verifier}x{/verifier} | {#signatory}x{/signatory}{/roles}{/object}{/subject}{/templaterConfig} |
| {#templaterConfig}{#subject}{#object}{#orgUnits}{#target}{name}{/target}  | {#responsible}x{/responsible} | {#accountable}x{/accountable} | {#support}x{/support} | {#consulted}x{/consulted} | {#informed}x{/informed} | {#verifier}x{/verifier} | {#signatory}x{/signatory}{/orgUnits}{/object}{/subject}{/templaterConfig} |
|   |   |   |   |   |   |   |   |

# Introduction

## Objectives of this guide

This Standard Operating Procedure is a reference document for the process presented below. It provides operational teams with directives relating to their roles and responsibilities, illustrates interrelations between activities, and presents associations with other business objects.

## Target Audience

This guide is intended for:

1. Process owners, who are responsible for the process’ design, implementation, management and continuous improvement
2. Process participants, who benefit from procedures, specified responsibilities, and other related content,
3. Other stakeholders, who may interact with upstream and/or downstream processes.

## Document Scope

This document outlines the procedure for the following process and sub-processes (if applicable):

{#objects}{#object}

* {name}

{/object}{/objects}

# Process Information

## Goal

{#templaterConfig}{#subject}{#object}{#goal}{goal}{/goal}{^goal}*Goal not provided.*{/goal}

## Description

{#hasDescription}@@richTextDescription:{nodeId}@@{/hasDescription}{^hasDescription}*Description not provided.*{/hasDescription}

## Associated Business Objects

|  |  |
| --- | --- |
| **Roles** | {#roles}{#target}* {name} *(v{version})*

{/target}{/roles}{^roles}{/roles} |
| **Org Units** | {#orgUnits}{#target}* {name} *(v{version})*

{/target}{/orgUnits}{^orgUnits}{/orgUnits} |
| **Documents** | {#documents}{#target}* {name} *(v{version})*

{/target}{/documents}{^documents}{/documents} |
| **Assets** | {#assets}{#target}* {name} *(v{version})*

{/target}{/assets}{^assets}{/assets} |
| **Rules** | {#rules}{#target}* {name} *(v{version})*

{/target}{/rules}{^rules}{/rules} |
| **Risks** | {#risks}{#target}* {name} *(v{version})*

{/target}{/risks}{^risks}{/risks} |
| **Controls** | {#controls}{#target}* {name} *(v{version})*

{/target}{/controls}{^controls}{/controls} |
| **Indicators** | {#performanceIndicators}{#target}* {name} *(v{version})*

{/target}{/performanceIndicators}{^performanceIndicators}{/performanceIndicators} |
| **Data Entities** | {#entities}{#target}* {name} *(v{version})*

{/target}{/entities}{^entities}{/entities} |
| **Data Attributes** | {#attributes}{#target}* {name} *(v{version})*

{/target}{/attributes}{^attributes}{/attributes} |

{/object}{/subject}{/templaterConfig}

## Responsibility Assignment / RACI Matrix

**R**: Responsible, **A**: Accountable, **S**u: Support, **C**: Consulted, **I**: Informed, **V**: Verifier, **Si**: Signatory

{#objects}{#object}

|  |
| --- |
| **Process / Subprocess:** {name} |

@@rasciMatrix:{nodeId}@@

{/object}{/objects}

# {#objects}{#object}Process / Subprocess: {name}

@@map[width:800]:{nodeId}@@

**{/object}{/objects}**{#objects}

|  |
| --- |
| **{#object}Process / Subprocess:** {name}**{/object}** |

{#nodes}{sequenceNumber} {name} (Type: {nodeType})

|  |  |
| --- | --- |
| **Roles** | *{#roles}{#target}{name}; {/target}{/roles}{^roles} {/roles}* |
| **Org Units** | *{#orgUnits}{#target}{name}; {/target}{/orgUnits}{^orgUnits} {/orgUnits}* |
| **Documents** | *{#documents}{#target}{name}; {/target}{/documents}{^documents} {/documents}* |
| **Assets** | *{#assets}{#target}{name}; {/target}{/assets}{^assets} {/assets}* |
| **Rules** | *{#rules}{#target}{name}; {/target}{/rules}{^rules} {/rules}* |
| **Risks** | *{#risks}{#target}{name}; {/target}{/risks}{^risks} {/risks}* |
| **Controls** | *{#controls}{#target}{name}; {/target}{/controls}{^controls} {/controls}* |
| **Indicators** | *{#performanceIndicators}{#target}{name}; {/target}{/performanceIndicators}{^performanceIndicators} {/performanceIndicators}* |
| **Data Entities** | *{#entities}{#target}{name}; {/target}{/entities}{^entities} {/entities}* |
| **Data Attributes** | *{#attributes}{#target}{name}; {/target}{/attributes}{^attributes} {/attributes}* |

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

{^hasDescription}*Description not provided.*{/hasDescription}

{/nodes}

{/objects}

# Process Modification History and Approval Entries

## Modification History

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

## Approval Entries for Current Version

|  |  |
| --- | --- |
| **Approver** | **Approved on** |
| **{#templaterConfig}{#subject}{#object}**{#approvalEntries}{#user}{firstName} {lastName}{/user} | {entryTime}{/approvalEntries}{/object}{/subject}{/templaterConfig} |
|  |  |