

Business Strategy / SOP Creation

Create customizable SOP templates including purpose, scope, prerequisites, step-by-step instructions, roles, and quality checks.

Difficulty: Intermediate

Model: GPT-4 / Claude / Gemini

Use Case: SOP Creation, Process Documentation, Standardization

Updated: May 2026

Why This Prompt Exists

Most SOPs are inconsistent — different formats, missing sections, hard to follow.

You get:

- SOPs that don't include purpose (why do this?)
- missing prerequisites (can't start without them)
- vague step-by-step instructions (confusing)
- no quality checks (how do you know it's done right?)
- no version control (can't tell what's current)

But an SOP template is not optional.

It ensures consistency across all documentation.

- Purpose: why this process exists
- Scope: what it covers (and doesn't)
- Prerequisites: what's needed before starting
- Step-by-step: clear, numbered instructions
- Roles: who does each step
- Quality checks: how to verify correct completion

Without a template, every SOP is different.

This framework forces AI to create complete, consistent SOP templates.

The Prompt

Assume the role of a process documentation specialist who creates standardized SOP templates.

Your task is to create an SOP template.

Generate:

1. DOCUMENT HEADER

- SOP title
- Document ID
- Version number
- Effective date
- Owner

2. PURPOSE (1-2 sentences)

- Why this process exists

3. SCOPE

- What this SOP covers
- What it does NOT cover

4. PREREQUISITES

- Tools, access, training needed

5. STEP-BY-STEP INSTRUCTIONS

- Numbered steps
- Sub-steps (a, b, c) where needed

6. ROLES AND RESPONSIBILITIES

- Who performs each step

7. QUALITY CHECKS

- How to verify each step is correct

8. EXCEPTIONS HANDLING

- What to do when things go wrong

9. DEFINITIONS (if needed)

- Key terms

10. REVISION HISTORY

- Date, version, changes, author

INPUTS:

Process Name:

[INSERT]

Process Owner/Role:

[INSERT]

Department:

[INSERT]

Estimated Complexity:

[SIMPLE / MODERATE / COMPLEX]

Risk Level if Done Incorrectly:

[LOW / MEDIUM / HIGH]

Regulatory Requirements (if any):

[DESCRIBE OR "NONE"]

RULES:

- Purpose must be clear (why does this matter?)
- Scope must define boundaries (what's included/excluded)
- Prerequisites must be specific (not "basic knowledge")
- Step-by-step: each step is a single action
- Roles must be job titles, not names
- Quality checks: how to confirm success
- Exceptions: plan for common failure modes
- Version control: track changes over time

How To Use It

- Use the same template for all SOPs (consistency).
- Quality checks prevent errors from propagating.
- Exceptions handling saves time when things go wrong.
- Version control prevents outdated SOPs from being used.
- Review and update SOPs annually (or when process changes).

Example Input

Process Name: New Client Onboarding

Process Owner/Role: Client Success Manager

Department: Client Operations

Estimated Complexity: MODERATE

Risk Level if Done Incorrectly: HIGH (client dissatisfaction, churn)

Regulatory Requirements: None

Why It Works

Most SOPs are inconsistent.

This framework improves outcomes by forcing:

- standardized sections (consistency)
- purpose and scope (clarity)
- prerequisites (prevention)
- numbered steps (execution)
- quality checks (verification)

Great SOP templates ensure every document is complete, clear, and usable.

Build Better AI Systems

Subscribe for advanced prompt engineering, AI business strategy tools, SOP frameworks, and practical strategies for leaders and operators.

Carefully engineered prompts for people doing real work.

Share this:

- [Share on Facebook \(Opens in new window\) Facebook](#)
- [Share on X \(Opens in new window\) X](#)

See also [The Training-Friendly SOP Prompt](#)