

Standard Operating Procedures

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The Standard Operating Procedures is the first collaborative writing assignment the teams compose. This low-stakes assignment gives the students an opportunity to get to know each other and the challenges each one faces earning their college education. But more importantly, it is the backbone for the collaborative work they will be completing.

Creating Standard Operating Procedures

The [Activities](#) are a way for you and your peers to learn how to collaborate with others who may or may not be in a place where you can work together face-to-face. Again, developing strategies for this type of collaboration is valued in most workplaces. For your first activity you and your assigned collaborative team will work together to develop a standard operating procedures for the process of determining how all group members will contribute to the content of the Activity documents you submit throughout the semester. As part of this procedure, you will also develop a strategy for providing evidence to the instructor that each group member contributed (or how much each group member contributed) to each Activity. The result of this activity not only shows the instructor that you have a viable plan for accomplishing these goals, but, more importantly, it is a blueprint for each team member.

First, read Johnson's "[What is a Standard Operating Procedure \(SOP\) and How to Write It](#)" and Henshall's "[16 Essential Steps to Writing Standard Operating Procedures](#)." Take notes on what seems applicable to the collaborative work you will be doing in this class.

Second, In 500-750 words, write out a plan that you and your team will use to collaborate on the Activities. The document should at least include...

- a description of the standard operating procedures for collaboratively completing your [Activities](#)
- how you will reconcile differences of opinions on the content and presentation of each submission
- how the team will show evidence of the contributions that each team member made to the document
- why this SOP will work best for your team

A more sophisticated submission will include a flow chart and/or a checklist that team members can use as a blueprint. I recommend that the standard operating procedures include time references, including how many days before the Activity is due someone will initiate the work and how many days before the submission all team members have to participate before the other team members proceed without her or him. Again, this should be written in enough detail that members of your team can follow the plan for each Activity submission.

On <insert date>, only one person from each team needs to submit the Activity to the <LMS>.