

# SOP Template: Introduction to Organizational Structure and Key Contacts

This SOP provides an **introduction to organizational structure and key contacts**, detailing the hierarchy, departments, and roles within the organization. It highlights essential personnel and their contact information to ensure efficient communication and streamlined operations. Understanding this structure supports clear reporting lines, collaboration, and accountability across all levels of the organization.

## 1. Purpose

This SOP specifies the organizational structure and key contacts to facilitate effective internal communication and clarify reporting responsibilities.

## 2. Scope

This document applies to all employees, contractors, and relevant stakeholders within the organization.

## 3. Organizational Structure Overview

### Hierarchy Chart

*(Insert Organization Chart/Diagram as needed)*

### Main Departments

- Executive Management
- Human Resources
- Finance & Accounting
- Operations
- Sales & Marketing
- IT & Support
- Research & Development

## 4. Key Contacts Directory

Name	Role/Title	Department	Email	Phone
Jane Doe	Chief Executive Officer	Executive Management	jane.doe@organization.com	+1 (123) 456-7890
John Smith	HR Manager	Human Resources	john.smith@organization.com	+1 (123) 555-2345
Mary Lee	Finance Director	Finance & Accounting	mary.lee@organization.com	+1 (123) 555-8765
David Chan	Operations Lead	Operations	david.chan@organization.com	+1 (123) 555-6521

## 5. Responsibilities & Reporting Lines

- Each department head is responsible for communicating important updates to their teams.
- Employees report concerns or questions to their direct supervisors.
- Key contacts are available for escalations as outlined in the directory above.

## 6. Revision History

Version	Date	Description	Author
1.0	2024-06-15	Initial SOP creation	Your Name

## 7. Appendix

- Organization chart (if available)
- Team distribution lists
- Emergency contact procedures