

SOP: Stakeholder Review and Approval Process

This SOP details the **stakeholder review and approval process**, outlining the systematic approach for engaging relevant stakeholders in the evaluation, feedback, and formal approval of documents, projects, or proposals. It defines roles and responsibilities, review timelines, feedback integration, and final authorization steps to ensure transparency, accountability, and alignment with organizational objectives.

1. Purpose

To establish a standardized, transparent process for stakeholder review and approval, ensuring all relevant parties have the opportunity to evaluate, provide feedback, and formally endorse documents, projects, or proposals.

2. Scope

This SOP applies to all documents, projects, or proposals requiring stakeholder engagement and approval within the organization.

3. Definitions

- **Stakeholder:** Any individual, group, or department with interest or influence in the document, project, or proposal.
- **Document Owner:** The individual or team responsible for drafting and managing the review process.
- **Approver:** The individual(s) with authority to grant final approval.

4. Roles and Responsibilities

Role	Responsibility
Document Owner	Initiate review process, identify stakeholders, compile feedback, coordinate revisions, ensure process completion.
Stakeholders	Review documents/projects, provide timely feedback, escalate concerns or clarifications.
Approvers	Review final version, confirm feedback integration, provide formal approval or request further changes.

5. Procedure

1. **Initiation:** Document owner identifies stakeholders and approvers; notifies all parties of the upcoming review.
2. **Distribution:** Circulate the document/project/proposal to identified stakeholders with a clear review timeline.
3. **Review:** Stakeholders review and provide comments, feedback, or suggested changes within the stipulated timeline.
4. **Feedback Compilation:** Document owner compiles all feedback and assesses required changes for integration.
5. **Revision:** Update the document/project as needed to address stakeholder feedback; if substantial changes are made, consider a second review round.
6. **Approval Request:** Submit the revised document/project to approvers for final review and authorization.
7. **Approval or Further Modifications:** Approver either grants formal approval or requests further modifications for re-submission.
8. **Documentation and Archiving:** All review and approval records are archived for future reference and compliance.

6. Timelines

Phase	Recommended Timeline
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Stakeholder Review	5–10 business days
Revision/Feedback Integration	3–5 business days per revision cycle
Final Approval	2–4 business days

7. Records and Documentation

- Maintain copies of review comments, feedback summaries, and approval confirmations.
- Archive all versions for traceability and compliance.

8. Revision and Review of SOP

Review and update this SOP annually or as changes in process/structure arise.

9. References

- Organizational policy documents
- Project management guidelines

10. Appendix

Template: Stakeholder Review Record

Stakeholder Name	Date Reviewed	Feedback Provided	Status