SOP Template: Approval Workflows for Internal Memos and Announcements

This SOP details the **approval workflows for internal memos and announcements**, covering the submission process, review stages, designated approvers, revision protocols, communication channels, and final distribution procedures. The goal is to ensure that all internal communications are accurate, timely, and aligned with organizational policies before dissemination to employees and stakeholders.

1. Scope

This SOP applies to all internal memos and announcements intended for distribution within the organization, regardless of department or channel.

2. Responsibilities

Role	Responsibility
Originator	Drafts the memo/announcement and submits it for approval.
Reviewer(s)	Reviews content for clarity, accuracy, and policy compliance.
Approver	Grants final approval prior to distribution.
Communications Lead	Coordinates revisions and oversees distribution process.

3. Workflow Steps

1. **Submission**
   - Originator drafts the memo/announcement using the standard template.
   - Document is submitted via the designated platform (e.g., email, document management system).
   - Submission includes necessary background, intended audience, and deadline for release.

2. **Initial Review**
   - Assigned Reviewer(s) evaluates the content for completeness, accuracy, and adherence to organizational guidelines.
   - Feedback and required corrections are communicated to the Originator within 2 business days.

3. **Revision**
   - Originator implements feedback and resubmits the revised document.
   - If significant changes are made, a secondary review is conducted.

4. **Approval**
   - Approver reviews the final version.
   - If approved, document is marked as "Final" and scheduled for distribution.
   - If further revisions are required, document is returned to Originator/Reviewer.

5. **Distribution**
   - Communications Lead determines appropriate channels (e.g., internal email, intranet, team meetings).
   - Schedules and tracks delivery to ensure receipt by the intended audience.

6. **Recordkeeping**
   - Final memos/announcements are archived in the designated records repository for future reference.

4. Communication Channels

- Email (internal mailing lists)
- Company intranet
- Team messaging platforms (e.g., Slack, Microsoft Teams)
- Company meetings and briefings

5. Revision and Escalation Protocols

1. If content is rejected during any stage, clear feedback is provided and a new submission cycle begins.
2. If approval is delayed beyond established timelines, the Communication Lead escalates to the appropriate manager.

6. References & Related Documents

- Internal Communication Policy
- Document Management Guidelines
- Standard Memo/Announcement Template

7. Revision History

Version	Date	Description	Author
1.0	[Insert Date]	Initial SOP release	[Insert Name]