

SOP Template: Proposal Development and Approval Process

This SOP details the **proposal development and approval process**, covering the steps for drafting, reviewing, and finalizing proposals. It includes guidelines for initial concept creation, stakeholder collaboration, compliance checks, budget planning, and submission procedures. The objective is to ensure all proposals are thoroughly prepared, aligned with organizational goals, and officially approved before implementation.

1. Purpose

To outline the standard procedure for developing, reviewing, and approving proposals to ensure consistency, compliance, and alignment with organizational objectives.

2. Scope

This SOP applies to all employees and departments involved in the creation and submission of organizational proposals.

3. Responsibilities

Role	Responsibility
Proposal Owner	Initiates proposal, coordinates drafting, and ensures compliance with guidelines.
Stakeholders	Provide input, review content, and endorse the proposal as necessary.
Finance Team	Reviews and approves budget and financial aspects of the proposal.
Compliance Officer	Verifies regulatory and policy compliance.
Approving Authority	Grants final approval before submission or implementation.

4. Procedure

- 1. Concept Creation**
 - Identify proposal need and objectives.
 - Draft initial concept and outline expected outcomes.
 - Consult key stakeholders for input.
- 2. Proposal Drafting**
 - Develop detailed proposal according to organization's template and guidelines.
 - Include project scope, deliverables, timelines, resource needs, and budget estimates.
- 3. Internal Review**
 - Distribute draft to stakeholders for review and feedback.
 - Amend proposal based on feedback received.
- 4. Compliance & Budget Review**
 - Submit proposal to Compliance Officer for regulatory and policy checks.
 - Submit budget details to Finance Team for review and sign-off.
- 5. Final Approval**
 - Present finalized proposal to Approving Authority.
 - Obtain formal approval and record authorization.
- 6. Submission & Recordkeeping**
 - Submit approved proposal to intended recipients or as per organizational process.
 - Archive all supporting documentation for audit and compliance purposes.

5. Documentation

- Proposal template
- Review checklists
- Approval forms
- Communication logs

- Compliance and budget review records

6. Revision History

Version	Date	Description	Author
1.0	2024-06	Initial SOP release.	[Your Name]