SOP Template: Request Initiation and Justification Process

This SOP details the **request initiation and justification process**, covering the steps for identifying, documenting, and submitting requests within an organization. It ensures that all requests are thoroughly justified, aligned with business objectives, and approved through the appropriate channels before execution. The purpose is to streamline decision-making, maintain accountability, and optimize resource allocation.

1. Scope

This SOP applies to all employees initiating requests for resources, projects, purchases, or other organizational needs requiring management approval.

2. Responsibilities

Role	Responsibility
Requestor	Identify, document, and submit the request with proper justification.
Line Manager/Supervisor	Review justification, assess alignment with objectives, and provide recommendations.
Approving Authority	Evaluate request, approve/deny, and communicate decision.

3. Procedure

Step 1: Identify Need

- Determine the need/resource gap within your team, project, or department.
- Assess urgency and alignment with business objectives.

Step 2: Document Request

- Complete the official Request Form, including:
  - Description of the request
  - Business case and justification (include anticipated benefits and risks)
  - Estimated resources, costs, and timeline
  - Supporting documentation (if applicable)

Step 3: Submit Request

- Submit the completed form to your immediate supervisor or through the designated workflow system.
- Retain a copy for your records.

Step 4: Review & Endorsement

- Supervisor/manager reviews the request.
- Checks completeness, validity of justification, and relevance to organizational goals.
- Recommends for approval, denial, or requests further information from the requestor.

Step 5: Approval/Denial

- Approving authority (as defined by organizational policy) reviews request and manager recommendation.
- Makes final decision, documenting the rationale for approval or denial.
- Returns form to requestor and notifies all relevant parties.

Step 6: Implementation & Record Keeping

- Upon approval, proceed with execution of the request as planned.
- Maintain records related to the request for future reference and audits.

4. Documentation

- Request Initiation Form

- Supporting documents and business case
- Approval records and correspondence

5. References

- Company Policies on Resource Allocation
- Delegation of Authority Matrix

6. Revision History

Version	Date	Description	Author
1.0	2024-06-30	Initial template	[Author Name]