SOP: Protocol for Updating and Distributing the Final Schedule

This SOP details the **protocol for updating and distributing the final schedule**, covering steps for reviewing, revising, and approving schedule changes, methods for communicating updates to all relevant stakeholders, ensuring accuracy and timeliness, managing version control, and maintaining records of distribution. The aim is to guarantee that the finalized schedule is effectively communicated and accessible to all involved parties to support smooth operations and coordination.

1. Purpose

To establish a standardized procedure for updating, approving, and distributing the final schedule, ensuring all stakeholders receive timely and accurate information to facilitate effective operations.

2. Scope

This SOP applies to all personnel involved in schedule management, revision, approval, and distribution within the organization.

3. Responsibilities

- **Schedule Coordinator:** Review and update the schedule as required.
- **Reviewers/Approvers:** Confirm accuracy and authorize changes.
- **All Staff:** Ensure awareness of the latest schedule.

4. Procedure

1. **Initiate Schedule Update**
   - Receive change requests or identify the need for revision.
   - Log change requests in the schedule change log.
2. **Review and Revise**
   - Evaluate impact of proposed changes.
   - Revise the draft schedule accordingly.
3. **Approval Process**
   - Submit revised schedule for review and approval by designated authority.
   - Incorporate feedback as necessary and obtain final approval.
4. **Version Control**
   - Assign a new version number and update the version history table.
   - Ensure the final schedule file is clearly marked with the version number and approval date.
5. **Distribution**
   - Distribute the final schedule via established channels (e.g., email, internal portal, shared drive).
   - Ensure all relevant stakeholders are included in the distribution list.
6. **Recordkeeping**
   - Maintain a record of distributed schedules, including version, recipients, and date sent.
   - Store all schedule versions and related approval records securely.
7. **Communication of Updates**
   - Clearly specify changes from previous versions in distribution communications.
   - Offer contact information for questions or clarifications.

5. Methods of Distribution

- Email with attached schedule (PDF/Excel/Word)
- Upload to secure shared drive or internal portal
- Post physical copies in common areas (if applicable)

6. Version Control Table

Version	Date	Description of Change	Approved By

| 1.0 | 2024-06-15 | Initial release | [Approver Name] |

7. Record of Distribution

Schedule Version	Date Distributed	Distributed To	Distribution Method
1.0	2024-06-15	All Staff	Email

8. References

- Organization's Change Management Policy
- Document Control and Recordkeeping Procedures

9. Review and Revision

This SOP shall be reviewed annually or following major schedule-related incidents or process changes. Revisions must be documented in the Version Control Table.

10. Contact Information

For questions or clarifications regarding this SOP, contact: **[Name/Role, Email, Phone]**