SOP: Availability Check and Calendar Review

This SOP details the process for **availability check and calendar review**, including verifying team members' schedules, coordinating appointments, managing resource allocation, and ensuring alignment with organizational priorities. The objective is to optimize scheduling efficiency, prevent conflicts, and maintain clear communication among all stakeholders involved in planning and execution.

1. Scope

This SOP applies to all team members and stakeholders involved in scheduling meetings, appointments, or any collaborative activities that require calendar coordination.

2. Responsibilities

- **Team Members:** Keep calendars updated and communicate any changes in availability.
- **Schedulers/Administrators:** Check team members' calendars, coordinate appointments, and manage scheduling conflicts.
- **Managers:** Ensure resource allocation aligns with organizational priorities.

3. Procedure

1. **Access Calendars:**
   - Open the shared team calendars (e.g., Google Calendar, Outlook).
   - Verify visibility/access permissions for all relevant calendars.

2. **Check Availability:**
   - Review the proposed time slots for all involved members.
   - Identify open slots that avoid conflicts and align with required participants' availability.

3. **Coordinate and Confirm Appointments:**
   - Send preliminary invites or polls (if needed) to stakeholders for input.
   - Confirm the final time and send calendar invitations to all participants.

4. **Manage Resource Allocation:**
   - Ensure rooms, equipment, or support resources are reserved as required.
   - Update the central resource schedule to prevent double-booking.

5. **Monitor and Update:**
   - Monitor for any changes or cancellations and promptly update all parties.
   - Document and communicate any adjustments as necessary.

4. Communication Guidelines

- Use clear, concise subject lines and meeting descriptions in invitations.
- Notify all participants immediately in case of scheduling changes.
- Keep all changes and confirmations documented for future reference.

5. Review and Optimization

- Review scheduling effectiveness quarterly and gather feedback from team members.
- Update the SOP as needed to accommodate organizational growth or process changes.

6. Related Documents

- Meeting Request Protocol
- Resource Booking Guidelines
- Communication Policy

7. Revision History

Date	Version	Description	Author
2024-06-21	1.0	Initial creation	Admin