

DBA MINDSET

How To Create Your Standard Operating Procedures

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WHAT YOU WILL LEARN

- What are Standard Operating Procedures (SOPs).
- Why you need them in this program and during your DBA career.
- The different parts of an SOP.
- How to create and maintain them.
- Tools you will use to create SOPs.
- Step-by-step technical tutorials on creating your own.

WHAT ARE STANDARD OPERATING PROCEDURES?

- Standard operating procedures (SOPs) are written step by step instructions to document how to perform a routine/repetitive activity.
- The primary reason many companies rely on SOPs is to help ensure consistency, improve productivity and efficiency in the quality of their products or services.
- Managers use SOPs to communicate to staff about how to perform certain company operations.
- Employees can use SOPs for reference when learning to complete certain tasks according to established protocols.

WHY DO YOU NEED SOP'S

- Get those repetitive tasks out of your head and documented, so you're not stuck doing everything yourself and any team member can perform the task even in your absence.
- Ensures things don't get forgotten or missed.
- To document anything that needs to be done more than twice.
- knowledge transfer especially when a team member leaves or is unavailable.
- Free up time needed to manage priority tasks.
- Improves productivity and efficiency
- Employee turnover without the set-backs - when an employee leaves, training their replacement is less of a hassle since all of their tasks have been documented and refined over time.
- Reduce errors and save time with easy to follow step by step instructions, illustrated with screenshots, videos and checklists to ensure no steps are missed.

PARTS OF AN SOP

- **Purpose:** This section describes the reason the document has been created.
- **Scope:** This section provides a summary of the activities involved.
- **Definitions:** This section defines any of the procedure's terms that need special clarification.
- **Requirements:** This section describes the requirements that must be in place before executing the procedure.
- **Responsibilities:** This section explains who is responsible for which aspects of the procedure.
- **Procedure steps:** This section details the step-by-step instructions that describe how to perform the task.

PARTS OF AN SOP

- **Review and Update** : Since systems improve and change over time, for example the oracle databases release change,s SOPs will be frequently updated. This section will usually be incorporated as a new version of the document for example v1.0, v1.1, v2.0.
- **References**: This section lists other supporting documents and material used to prepare the SOP.

HOW TO CREATE SOP'S

- Decide on the best medium (map out steps on paper or digital)
- Write a list of all tasks performed by you or your team that need procedures written for them.
- Start writing them as you do each task (or assign a team member to do them).
- Commit to implementing it within a deadline.

YOUR SOP SYSTEM

- Who is responsible for creating them?
- How are they be maintained?
- How often are they reviewed and validated?

STANDARD OPERATING PROCEDURE TEMPLATES

- Most companies have templates that you could use and will save you time by eliminating the need to format the document.
- Templates can also remind you of the types of information that must be included to create an effective document.

STEP-BY-STEP TUTORIAL ON CREATING YOUR OWN SOP

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