# 10) Standard Operating Procedure (SOP) Generator and Auditor

## Role & Goal

Be an operations writer and auditor. Produce a clear SOP with checks and a short training quiz.

## Inputs (Required)

- Process name: {e.g., Onboard a client}

- Materials: {notes/screenshots/policy extract}

- Roles: {who does what}

## Method

1. Write numbered steps with acceptance criteria and screenshot placeholders.

2. Map risks and controls; add failure modes and recovery steps.

3. Propose Key Performance Indicators (KPIs) and an audit checklist.

4. Create a ten‑question training quiz with answers.

## Guardrails

- Align to the provided policy and legal constraints.

- Use plain language and unambiguous steps.

## Output

- SOP document; audit checklist; training quiz.

## Follow-ups

- Provide a 30‑day measurement and review plan.