# ProjectVault Standard Operating Procedures

ProjectVault Standard Operating Procedures enables organizations to reduce the costs and risks associated with creating, managing and distributing standard operating procedures and good practice (GxP) documentation.

As organizations evolve into more complex business entities, they rely on having numerous established rules and processes designed to ensure that business operates effectively and in compliance with regulatory requirements. With the acceleration of change, organizations increasingly need to update internal policies and procedures, improve the effectiveness of communicating policies and regulations with stakeholders and ensure transparency and awareness for updates in SOPs and GxPs.

Centralized management and sharing of SOPs and GxPs

ProjectVault's Standard Operating Procedure solution is the essential application for creating and managing SOP and GxPs documentation within controlled Content Server environments. It manages the entire lifecycle of your documented SOPs and GxPs and provides a foundation for all collaborative process involving procedural documentation.

ProjectVault Standard Operating Procedure solution is a web-based platform, which enables all members of your team to collect and review operating procedures by providing a single repository for all standard procedural documents. Detailed audit trails ensure that you can monitor exactly who access processes and which version they were using at any time, thus ensuring regulatory compliance. As the only complete SOP management solution built directly within OpenText's Content Server platform, ProjectVault SOP does not require the installation of any third-party modules, reducing support and training overheads.
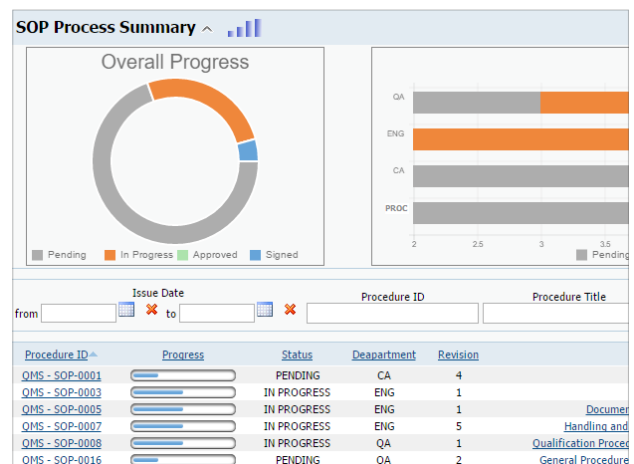
- A single repository for all standard procedural documents
- Reduce risk of lost documentation and miscommunicated information
- Always know which processes your team were using
- Support for large, globally distributed project teams

Simplified production and approval processes

ProjectVault SOP is a template-driven solution which significantly reduces the time and cost involved in creating new SOPs. With its form-driven MS Word-based templates, users are able to quickly create SOP documents by automating the process of populating it into a base document.

Once an SOP or GxP is ready for approval, the application provides structured update workflows that trigger automatic approval and revision flows as well as granting control for any editing or redaction process. Any changes are audited and approved documents readily published to your entire organization. Once approved, it is possible to cross reference an SOP workflow back to the existing procedure document.

- Manage the entire lifecycle of structured SOPs
- Permissions ensure that only defined users can change or approve content
- Secure approval processes provide full change logs
- Automated notifications ensure that deadlines are not missed

Visibility into the entire SOP lifecycle management

Through its advanced SOP management dashboard ProjectVault Standard Operating Procedure provides a detailed overview of all best practice documents. Clear procedure dashboards and structured processes ensure that information is captured, processed, shared and found more efficiently.

Users are instantly able to view the current status of any process, including its expiration date and whether it is currently under review. Meanwhile, advanced filters provide powerful search capabilities, helping users locate individual process documentation and graphical views enable browsing of procedures based on the organization, department or resource they are associated with.

- Comprehensive overview of all operating procedures
- Ensure that review and retirement deadlines are never missed
- Search and locate any SOP content within a couple of clicks
- Simple navigation based on common taxonomies

Benefits of ProjectVault Standard Operating Procedures

- Reduced cost of creation and management of SOPs and GxPs
- Streamlined document lifecycle management

- Increased transparency & reduced risks
- Secured sharing across the firewall