GOLPO WORKFLOW EXAMPLE

Weekly Team Update SOP

Original fictional document for the document-to-video tutorial.

Purpose
Help a small team share completed work, surface blockers and agree on what comes next.

1. Collect accomplishments

Write down the work completed since the previous update. Use short factual bullets. Describe what changed or what was delivered; do not include unfinished work in this section.

2. List blockers

Name anything preventing the next piece of work. For each blocker, state the help or decision needed. If nothing is blocked, write "No blockers."

3. Choose next priorities

List the next tasks in priority order. Keep the list focused on what the team can actually work on before its next update.

4. Share before the weekly meeting

Post the update in the shared team channel before the weekly meeting. Read other updates, then use the meeting for decisions and coordination rather than reading every bullet aloud.

Review before sharing
Confirm that completed work, blockers and priorities are clearly separated. Use this four-step order every week. This sample does not set a particular weekday, clock time, software product, company policy or performance result.