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**Master: SOP- Operations Management- Systems Vault**

**PREREQUISITES**

[SOP- Team Meetings- Systems Vault](https://docs.google.com/document/u/0/d/11fiKMo3bjcQwbdnPeHYGKgBMMNR3bvMyHM6CSVcHP4I/edit)

[SOP- Updating Plugins, Themes and WP Versions- Systems Vault](https://docs.google.com/document/u/0/d/1wDXELuqYYWMawCdQ0wXMZHgEufvVSuSlzHHolo6cXGw/edit)

[SOP- Teamwork Backup- Systems Vault](https://docs.google.com/document/u/0/d/1SoCqT4i0g3pEaxsbs9AOXJX-60viIx2qePiQ9MsEEsM/edit)

[SOP- Subscriber Maintenance - Systems Vault](https://docs.google.com/document/u/0/d/1uYG0p6Hvwvpy5bv6xYpxdHutJqjje94zwKL5XQCBAnc/edit)

[SOP- Lastpass Backup- Systems Vault](https://docs.google.com/document/u/0/d/137FjilOSIgy0C22mL2xsNaSv6_YhylI75Feud_qrRIs/edit)

SOP - Run WP Security Scan - Systems Vault

SOP - Website Backups - Systems Vault

[SOP - Merge Duplicate Contacts - Systems Vault](https://docs.google.com/document/u/0/d/1zcqEESVPDB_4ofdCfZOsu05cVyBQo7Dl3LDZOuC-tQU/edit)

[SOP - Checking Broken Links - Systems Vault](https://docs.google.com/document/u/0/d/1fwPbDVdhjAbwi_1oOA64APqsrZ505CCn77AWhkc8yv8/edit)

SOP- Checking @sarahnoked.com Email for Spam- Systems Vault

[SOP- Social Media Scheduling Connection-Systems Vault](https://docs.google.com/document/u/0/d/13b1jnpNyxnStNn1aJ6ANqQz5YGE_YPeHeJrptVe9NZo/edit)

[Teamwork PM](http://sarahnoked.com/teamwork)

**PURPOSE**

To ensure that our Operations run smoothly and efficiently.

**POLICY**

Recurring tasks for Operation Management are set in [Teamwork PM](http://sarahnoked.com/teamwork)

**PARTY**

Online Business Manager

**PROPERTY**

Online Business Manager

**PROCESS/ CATEGORIES**

Part 1: Management of Website & Backups

Part 2: Management of CRM

Part 3: Team Meetings & Other

**PROCEDURE**

**Part 1: Management of Website & Backups**

See: [SOP- Updating Plugins, Themes and WP Versions- Systems Vault](https://docs.google.com/document/u/0/d/1wDXELuqYYWMawCdQ0wXMZHgEufvVSuSlzHHolo6cXGw/edit)

See: [SOP- Teamwork Backup- Systems Vault](https://docs.google.com/document/u/0/d/1SoCqT4i0g3pEaxsbs9AOXJX-60viIx2qePiQ9MsEEsM/edit)

See: [SOP- Lastpass Backup- Systems Vault](https://docs.google.com/document/u/0/d/137FjilOSIgy0C22mL2xsNaSv6_YhylI75Feud_qrRIs/edit)

See: SOP - Run WP Security Scan - Systems Vault

See: SOP - Website Backups - Systems Vault

**Part 2: Management of CRM**

See: [SOP- Subscriber Maintenance - Systems Vault](https://docs.google.com/document/u/0/d/1uYG0p6Hvwvpy5bv6xYpxdHutJqjje94zwKL5XQCBAnc/edit)

See: [SOP - Merge Duplicate Contacts - Systems Vault](https://docs.google.com/document/u/0/d/1zcqEESVPDB_4ofdCfZOsu05cVyBQo7Dl3LDZOuC-tQU/edit)

**Part 3: Team Meetings & Other**

See:[SOP- Team Meetings- Systems Vault](https://docs.google.com/document/u/0/d/11fiKMo3bjcQwbdnPeHYGKgBMMNR3bvMyHM6CSVcHP4I/edit)

See: SOP- Checking @sarahnoked.com Email for Spam- Sarah Noked OBM

See:[SOP- Social Media Scheduling Connection-Systems Vault](https://docs.google.com/document/u/0/d/13b1jnpNyxnStNn1aJ6ANqQz5YGE_YPeHeJrptVe9NZo/edit)

**Created by:**

**Department:** Operations & Support

**Date:**

**Revised:**

**Revised By:**