

Zero-Man Business Skill Pack

Automate 80% of ops in 30 days

Templates - SOPs - Automation Recipes - KPI Dashboards

A full-stack operating system for founders and ops teams who want to build a business that runs without constant manual work.

Includes:

- 30-day build roadmap
- 10 automation recipes
- 12 SOP templates
- 6 KPI dashboards
- 3 AI agent prompt packs

Outcomes You Can Expect

The goal is simple: reclaim 10-30 hours/week by replacing manual ops with automated systems.

- Fewer handoffs and fewer mistakes
- Cash collected faster with automated invoicing
- Clear ownership for every workflow
- Real-time KPI visibility for leadership
- Scalable systems that grow with the team

The Zero-Man Ops Stack

Pipeline:

Lead Intake -> Qualify -> Onboard -> Deliver -> Invoice -> Retain

- Lead Intake: automated forms + instant routing
- Qualify: scoring + calendar triggers
- Onboard: task templates + document requests
- Deliver: tracked milestones + QA checks
- Invoice: auto-generated invoices + follow-ups
- Retain: NPS + renewal workflows

30-Day Build Plan

- Week 1: Workflow mapping + KPI design
- Week 2: Database + core automation scaffolding
- Week 3: Build the web app core + auth roles
- Week 4: Integrations, QA, and launch

Each week includes checklists, deliverables, and clear definitions of 'done'.

Automation Recipes

- Lead capture -> CRM -> onboarding tasks
- Proposal generation -> approval -> invoice
- Project milestones -> status updates -> client comms
- Support inbox -> routing -> SLA reminders
- Weekly KPI digest -> leadership Slack channel
- Failed payment recovery -> follow-up + retries

KPI Dashboards Included

- Sales pipeline velocity
- Delivery capacity + utilization
- Revenue by product/service
- Ops time saved (hours reclaimed)
- Cash collection + outstanding invoices
- Customer health score

SOP Library

- Lead qualification
- Client onboarding
- Weekly reporting
- Project kickoff
- Quality assurance
- Invoice follow-up
- Retention and renewals
- Hiring handoff

Next Step

If you want this system implemented for your business, book a discovery call. We'll map the scope, stack, and timeline for your custom web app.

[Orca AI Studios](#)

Signal-first systems