Standard operating procedure

SOPs Table

Section	Purpose	Process	Responsible Parties	Tools
1. Project Scheduling	Ensure timely completion via AI-driven timelines.	- Input scope/deadlines into AI tools (e.g., Procore). - Share optimized schedules via client dashboards.	Project Manager, IT Team	AI Scheduling Software, Client Dashboard, DMS.
2. Contract Management	Ensure compliance and transparency in agreements.	- Draft blockchain contracts. - Track milestones with automated alerts.	Legal Team, Compliance Officers	Blockchain CLM (DocuSign), DMS.
3. Site Analysis	Assess site suitability and regulatory risks.	- Capture drone/LiDAR data. - Analyze GIS maps for zoning/environmental risks.	Site Analysts, Environmental Consultants	Drones, GIS Software (ArcGIS).
4. Building Quality Houses	Deliver client-tailored, high-standard homes.	- Finalize 3D BIM designs. - Monitor builds with IoT sensors.	Architects, Engineers	BIM Software (Autodesk Revit), IoT Sensors.
5. House Surveys	Ensure property safety and compliance.	- Schedule inspections via CRM. - Use thermal imaging for analysis.	Surveyors, Safety Officers	Thermal Cameras, Compliance Databases.
6. Consultations	Guide clients through design decisions.	- Prepare AR/VR simulations. - Log feedback and assign tasks.	Client Consultants, Design Teams	AR/VR Software (Unity Reflect), CRM (Salesforce)