Standard Operating Procedures

1. Purpose

1.1. To provide a procedure to define the general guidelines to ensure that every client will receive the best website.

2. Scope

2.1. This procedure applies to all Turtle Drop Studio personnel. Individuals will be tested on their skill level at his/her specific job. This procedure outlines the minimum requirements.

3. Responsibilities

3.1. All Personnel

It is the responsibility of the individual employee to follow the procedures and guidelines outlined in this Standard Operating Procedure.

3.2. Alan McBee (Web Developer/Video Compositor)

Perform all tasks related to video creation; Help with any task related to web development.

3.3. Ben Carpenter (Web Developer/Data Visualizer)

Help with any task related to web development.

3.4. Joseph Hoggatt (UX Designer)

Create and manage all design ideas for every aspect of the project.

3.5. Zach Vallow (Web Developer/Management)

Manage all actions performed by the company as a whole; Help with any task related to web development.

4. Procedure

4.1. Personnel

All personnel shall have the necessary education, background, and experience to assure that all activities are correctly performed.

4.2. Team Communication

All personnel communications will be through GroupMe, email, or slack.

4.3. Client Communication

All communication with clients will be done through Slack, Company Email, or program specified by client.

4.4. File Management

All website specific files will be managed and stored in the companies GitHub. All other files will be stored in the companies Google Drive.

4.5. Company Website/Domain

Company website will be hosted through a company owned server. All changes to the website will be tested beforehand to ensure no errors.

4.6. Client Website/Domain

Client website/domain will be done through the desires of the client. Turtle Drop Studio will not own any file or server for the client to ensure later edit ability by the client.