### **SOP: AI Automation Engineering & Tech Project Ownership**

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### **✅ What’s this SOP for?**

To define my responsibilities and process in handling technical, automation, and AI/ML projects across Ecstasy Holding, Metamorphics, and 6T3Media – ensuring smooth delivery, scalability, and cost-effectiveness.

### **🎯 Why does it matter?**

* Aligns all stakeholders on expectations and workflow
* Reduces confusion across departments
* Ensures reliable project delivery and support
* Drives innovation through structured problem-solving

### **📦 What you need before starting?**

* Clear business requirement from CEO or stakeholders
* Expected timeline, impact, and budget scope
* Access to needed tools (e.g. GitHub, servers, Azure, AWS, DBs, APIs)
* Alignment with Sales & Marketing for integration support
* Confirmation on which company/project the work is for

### **🔁 Steps to follow**

1. **Understand Requirement** – Clarify with CEO/stakeholders  
    – Align on business value & timeline
2. **Design Architecture** – Choose cost-effective, scalable tools  
    – Define pros, cons & tech stack  
    – Share for internal validation
3. **Create MVP** – Build functional prototype  
    – Test on local environment  
    – Share with CEO for feedback
4. **Deploy & Validate** – Push to live/production (fix env differences)  
    – Monitor for issues
5. **Support & Iterate** – Collect team/user feedback  
    – Resolve technical or usage issues  
    – Make adjustments as needed
6. **Document & Update** – Update flowcharts, SOPs, architecture if improved  
    – Inform CEO and relevant teams

### **⚠️ Common Mistakes**

* Skipping requirement validation
* Over-engineering early MVPs
* Ignoring live/production environment differences
* Not involving Sales/Marketing in lead automation
* Relying only on local machine success

### **🧯 What to do if something goes wrong?**

* Step back and reanalyze architecture
* Break issue into smaller problems
* Search for more optimal/low-cost alternatives
* Communicate delay or blockers early to CEO
* Rework plan with lessons learned

### **🔄 When this SOP gets updated?**

* New team members join
* Tools/platforms are changed (e.g. Azure to AWS)
* Architecture strategy changes
* A major failure or improvement is discovered
* CEO requests new project protocol