# **SOP List**

1. 01-Kanban Board Updation
2. 02-Daily Standup Meeting
3. 03-Weekly Task-Card Printing
4. 04-Action Register Maintenance
5. 05-Project Schedule Creation
6. 06-Project Schedule Updation
7. 07-Issue Management
8. 08-Risk Management
9. 09-MPR (Monday Project Review) Meetings
10. 10-Project Startup
11. 11-Project Output Dispatch
12. 12-Oracle/MSP Data Sync In Power BI
13. 13-Project Creation In PWA
14. 14-MSP Licensing And Payment To Microsoft
15. 15-Tonnage Report Based On BOM
16. 16- PM Assignment To a Project
17. 17-Project Site Creation
18. 18-Negotiating Duration, Time with Departments Before Schedule Baseline
19. 19-Configuration Management, Backup And Restore
20. 20-Project Schedule Review
21. 21-Project Retrospective Meeting – Not being done.
22. 22-Assign licenses to a new user/existing user

# **Other Documents**

1. List of Dashboards And Data Refresh
2. Risk Database List
3. Schedule Review Checklist