

SOP Template			
Company Name	Process Name	Date Created	Revision Number
One-Touch Automation	Prepare Rough-In documentation	6/19/24	V1
Process Frequency (Daily/Weekly/Monthly/Project Based)			
Project Based			
Process Description			
Outlines the documents required for Rough-In phase.			
Who's Involved		What are the inputs?	
Name	Department or Function	Documents, SOW, Approval, Labor, Software, Etc.	
	PM	Design Documentation is prepared	
		Slack, Google Drive, Monday.com, Google Docs	
What are the sequential steps?			
Step Description			Who is Responsible?
Google Docs - Print Wirechart to PDF and store in Client field documentation folder			Project Manager
Google Drive - Verify lighting layout is printed to PDF in the Client field documentation folder (if applicable)			Project Manager
Google Drive - Verify A/V is printed to PDF in the Client field documentation folder (if applicable)			Project Manager
Google Drive - Verify Lutron keypad layout is printed to PDF in the Client field documentation folder (if applicable)			Project Manager
Google Drive - Verify TV elevations are printed to PDF in Client field documentation folder (if applicable)			Project Manager
Slack - Verify "Documentation" link in the Canvas is active and leads to correct folder			Project Manager
Monday - Update project status			Project Manager
Print wrap around labels for wires			Project Manager
What are the outputs [Defined Standards of Completion or Deliverables]			
Field documentation folder is up to date and ready for staff to use, labels printed			
Monday board is updated			
Who does the process transfer to next?			
Name	Department or Function	Milestone	
Project Manager	Project Manager	Rough-In Walkthrough	