

SOP Template

Company Name	Process Name	Date Created	Revision Number
One Touch Automation	Project Debrief	6/12/24	1

Process Frequency (Daily/Weekly/Monthly/Project Based)

Project Based

Process Description

After project completion, OTA team goes over how the project went. Document for future.

Who's Involved		What are the inputs?
Name	Department or Function	Documents, SOW, Approval, Labor, Software, Etc.
	Sales	Meeting
	Project Manager	Review profit report for standout items that need to be discussed
	Operations	Review project to determine what mistakes we had during installation, create list
		Review project to determine what successes we had, create list

What are the sequential steps?

[illegible]

What are the outputs [Defined Standards of Completion or Deliverables]

Who does the process transfer to next?

Name	Department or Function	Milestone