

| Initial Client Meeting & Experience Demo   |                        |   |                 |
|--|------------------------|---|-----------------|
| Company Name   | Process Name           | Date Created                                    | Revision Number |
| One Touch Automation   | Review Required?       | 5/15/24   | 1               |
| Process Frequency (Daily/Weekly/Monthly/Project Based)                                   |                        |   |                 |
| Project Based  |                        |   |                 |
| Process Description  |                        |   |                 |
| Determine if a System Design Review is required  |                        |   |                 |
| Who's Involved   |                        | What are the inputs?                            |                 |
| Name   | Department or Function | Documents, SOW, Approval, Labor, Software, Etc. |                 |
| Sales Engineer   | Sales                  |   |                 |
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| What are the sequential steps?   |                        |   |                 |
| Step Description   |                        | Who is Responsible?                             |                 |
| Are there parts of this solution we have never done before?                              |                        | Sales   |                 |
| Are there aspects of this project that will be challenging?                              |                        | Sales   |                 |
| Is there anything unique about this design?  |                        | Sales   |                 |
| Is the system design large enough and you want to make sure you have everything covered? |                        | Sales   |                 |
| Is this an existing client, that needs a new solution?                                   |                        | Sales   |                 |
| If you answered yes to any of the above questions, a review is required.                 |                        | Sales   |                 |
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| What are the outputs [Defined Standards of Completion or Deliverables]                   |                        |   |                 |
| Determined that a proposal review is required prior to sending to client.                |                        |   |                 |
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| Who does the process transfer to next?   |                        |   |                 |
| Name   | Department or Function | Milestone                                       |                 |
| Brandon  | Senior Programmer      | Review the Design                               |                 |
| Josh   | Designer               | Review the System Design                        |                 |
| Clayton  | Field Manager          | Review the labor required                       |                 |
|  |                        |   |                 |