SOP Template

Company Name	Process Name	Date Created	Revision Number
One-Touch Automation	Update SOP PDFs in Client Map	8/23/24	1

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

As Needed

Process Description

Update the SOP PDFs for the Client Journey Map

Who's Involved		What are the inputs?
Name	**Department or Function**	**Documents, SOW, Approval, Labor, Software, Etc.**
	Ops	New SOP PDF

What are the sequential steps?

Step Description	Who is Responsible?
This document will allow the share link to remain the same. If you replace without following these steps the links will be broken.	Ops
1. In Google Drive, right click on the PDF in question and select "File Information" -> "Manage Versions"	Ops
2. Select "Upload new file"	Ops

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

New file is uploaded to the Google Drive Location

Who does the process transfer to next?

Name	Department or Function	Milestone
N/A	N/A	N/A