

SOP Template			
Company Name	Process Name	Date Created	Revision Number
One Touch Automation	Project Hand-off		
Process Frequency (Daily/Weekly/Monthly/Project Based)			
Project Based - End of each Project			
Process Description			
Check-in with client to verify system objectives have been achieved.			
Who's Involved		What are the inputs?	
Name	Department or Function	Documents, SOW, Approval, Labor, Software, Etc.	
	Sales	Phone call or on-site meeting.	
		Monday	
What are the sequential steps?			
Step Description		Who is Responsible?	
Reach out to client w/ phone call.		Sales	
Ask if the objectives of the project have been met.		Sales	
What has been executed really well?		Sales	
What did not meet their expectations?		Sales	
Does anything need changed?		Sales	
What would you do differently if we were starting over?		Sales	
Pass any action items/punch list items on to production to finalize. Via Monday		Sales/Production	
What are the outputs [Defined Standards of Completion or Deliverables]			
Who does the process transfer to next?			
Name	Department or Function	Milestone	