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 misteps we had during installation, create list	
		Review project to determine what successes we had, create list	

What are the sequential steps?

Step Description	Who is Responsible?
Set team meeting within 1 week of project finalizing	Operations
Questions	
Set team meeting	
What went well?	
What went wrong?	
What worked but could be better?	
Document for future	

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

Who does the process transfer to next?

Name	Department or Function	Milestone