

SOP Template

Company Name	Process Name	Date Created	Revision Number
One Touch Automation	New Solution?	June 2, 2024	1

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

Project Based

Process Description

New Solution Recommended

Who's Involved		What are the inputs?
Name	Department or Function	Documents, SOW, Approval, Labor, Software, Etc.
	Service Tech	Detailed Notes on Slack
	Service Manager	
	Sales Manager	
	Sales Person	

What are the sequential steps?

[illegible]

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

New Solution Sales Lead is captured in Monday same day Service Tech Discovered

Who does the process transfer to next?

Name	Department or Function	Milestone
	Sales	Fast Track Proposal Created