

SOP Template			
Company Name	Process Name	Date Created	Revision Number
One Touch Automation	Develop Design Package - Fast Track	5-15-24	1
Process Frequency (Daily/Weekly/Monthly/Project Based)			
Project Based			
Process Description			
Design Package Creation			
Who's Involved		What are the inputs?	
Name	Department or Function	Documents, SOW, Approval, Labor, Software, Etc.	
Ryan or Jeff	Sales	Documents and Software	
What are the sequential steps?			
Step Description		Who is Responsible?	
Open "Finder" on Mac		Sales	
Go to Google Drive along Left side		Sales	
Navigate to "Client Shared" Folder		Sales	
Right Click "Client, Template"		Sales	
Duplicate		Sales	
Rename New Folder(Clients last name, first name)		Sales	
Open "Documentation and Checklists Templates" Sheet		Sales	
Fill out and complete the first 5 items assigned to Sales (If pertinent)		Sales	
Open UniFi Design Site, upload plans and create WiFi Heat Map and Camera layout		Sales	
Once Completed, Click Completed Check Box, fill in date, fill in name		Sales	
Notify Design Team		Sales	
What are the outputs [Defined Standards of Completion or Deliverables]			
The process is done when the "Sales" portion of the Design Package is all checked off.			
Who does the process transfer to next?			
Name	Department or Function	Milestone	
Josh Kalscheur	Design	Design Package Completion	