	SOP Te	mplate	
Company Name	Process Name	Date Created	Revision Number
One-Touch Automation	Slack Canvas Creation	6/19/24	V1
	Process Frequency (Daily/We	ekly/Monthly/Project Based	
	Project	Based	
	Process De	escription	
	Setup of project (Canvas in Slack	
Who's	Involved	What are th	e inputs?
Name	Department or Function	Documents, SOW, Approve	al, Labor, Software, Etc.
Operations	Operations	Slack chann	el created
Project Manager	Project Manager	Design Documenta	tion is prepared
		Slack List (Created
		nuential stens?	
	Step Description	Addition Steps:	Who is Responsible?
	Slack Task List Setup		The io Responsible:
Saving Template to Client Slac	•		
 In top right, press three ver 			Ops/PM
. Select "Make a copy"		Ops/PM	
Rename copy of list to [CLIENT NAME] – Project Task List		Ops/PM	
4. Press "Share" in top right	corner		Ops/PM
5. Type in client slack chann	el		Ops/PM
6. Press "Share"			Ops/PM
Setup Room # and Name:			O /DM
 Right-click the column heat Under the text box "Type is 	ader -> Select "Edit Fleid" and enter to add", Enter Room Numbe	er and Room name in this format-	Ops/PM
ex. 001 – Foyer	and enter to add , Enter Room Number	and room name in this format-	Ops/PM
Hit "Enter" on keyboard to create the tag.		Ops/PM	
4. Keep typing and entering	Room #/names until list is populated.		Ops/PM
 If doing a big list, enter all be by floor grouping. 	rooms and press save. Then go back	k in and adjust colors of tags to	Ops/PM
6. Leave "Default" empty			Ops/PM
o. Leave Delauit empty			Ομοπ' Ινι
Project Column:			
,	ader -> Select "Edit Field"		Ops/PM
1. Right-click the column hea			Ops/PM
		the name.	
2. Under the Default, select		the name.	Ops/PM
2. Under the Default, select		the name.	Ops/PM
2. Under the Default, select		the name.	Ops/PM
2. Under the Default, select 3. Press "Save"	the correct slack channel by typing in		Ops/PM Ops/PM
2. Under the Default, select 3. Press "Save" n Slack, select client channel an	the correct slack channel by typing in	-in note icon	·
2. Under the Default, select 3. Press "Save" n Slack, select client channel an n the Canvas, add four sections	Slack Canvas Setup d add a "Canvas" using top right post- : Site Address, Punchlists, Documenta	-in note icon	Ops/PM
2. Under the Default, select 3. Press "Save" n Slack, select client channel and the Canvas, add four sections for each section, add a header under the control of the cont	Slack Canvas Setup Id add a "Canvas" using top right post- : Site Address, Punchlists, Documenta	-in note icon	Ops/PM Ops/PM
2. Under the Default, select 3. Press "Save" In Slack, select client channel and the Canvas, add four sections For each section, add a header of the After each section, add a divider in punchlist, add URL to the Slace.	Slack Canvas Setup Id add a "Canvas" using top right post- Site Address, Punchlists, Documenta Using the H1 header to allow collapsing the section	rin note icon ation, Project Team	Ops/PM Ops/PM Ops/PM
2. Under the Default, select 3. Press "Save" In Slack, select client channel and the Canvas, add four sections For each section, add a header of the After each section, add a divider in punchlist, add URL to the Slacunder documentation, add URLs client document & Google Drive	Slack Canvas Setup Id add a "Canvas" using top right post- Site Address, Punchlists, Documenta Using the H1 header It allow collapsing the section It List created for project Is that link to the Google Drive: Field Decontracts folder for the client	in note icon ation, Project Team cumentation, Google Sheets	Ops/PM Ops/PM Ops/PM Ops/PM
n Slack, select client channel and the Canvas, add four sections for each section, add a header of After each section, add a divider not punchlist, add URL to the Slack Juder documentation, add uRLs client document & Google Drive Juder project team, add a table of the Slack School of t	Slack Canvas Setup Id add a "Canvas" using top right post- Site Address, Punchlists, Documenta Using the H1 header to allow collapsing the section Ex List created for project Ex that link to the Google Drive: Field Decontracts folder for the client with four columns (Name, Role, Phone	in note icon ation, Project Team cumentation, Google Sheets	Ops/PM Ops/PM Ops/PM Ops/PM Ops/PM
2. Under the Default, select 3. Press "Save" In Slack, select client channel an In the Canvas, add four sections For each section, add a header u After each section, add a divider In punchlist, add URL to the Slac Under documentation, add URLs client document & Google Drive Under project team, add a table of for all parties involved in the proj	Slack Canvas Setup Id add a "Canvas" using top right post- Site Address, Punchlists, Documenta Using the H1 header to allow collapsing the section Ex List created for project Ex that link to the Google Drive: Field Decontracts folder for the client with four columns (Name, Role, Phone	ein note icon ation, Project Team cocumentation, Google Sheets e #, Email) and add information	Ops/PM Ops/PM Ops/PM Ops/PM Ops/PM Ops/PM

What are the outp	outs [Defined Standards of Comple	etion or Deliverables]	
Slack Canvas is created			
V	Vho does the process transfer to n	ext?	
Name	Department or Function	Milestone	
Nume			
Nume			
Nume			