

SOP Template

Company Name	Process Name	Date Created	Revision Number
One-Touch Automation	ISP - Xfinity Setup	5/30/24	1

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

Project Based

Process Description

Setup the Account, Service and Equipment Request for client

Who's Involved		What are the inputs?
Name	Department or Function	Documents, SOW, Approval, Labor, Software, Etc.
	PM	Trim Phase
	Ops	

What are the sequential steps?

[illegible]

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

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CXI shows request is in.
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Confirmation email is received from CXI with Date available.

Who does the process transfer to next?

Name	Department or Function	Milestone
	PM	ISP - Installation Scheduled