SOP Template

Company Name	Process Name	Date Created	Revision Number
Jason's Audio Video	Project Update	7/5/23	1

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

Monthly

Process Description

This process defines what to do with job site status updates that are generated from conversations with the General Contractor and job site visits.

Who's Involved		What are the inputs?
Name	**Department or Function**	**Documents, SOW, Approval, Labor, Etc.**
Jason	PM	PM feedback gathered from GC
Chris	Ops	PM feedback gathered from on site review

What are the sequential steps?

Step Description	Who is Responsible?
Engineering Phase - Perform on site walk through.	PM
Engineering Phase - Determine when the Electricians are to start. This helps determine when we can start our prewire	PM
Engineering Phase - Notify Operations about tentative schedule	PM
Engineering Phase - Configure iPoint Project Milestone's from template	OPs
Prewire Phase - Determine when the Insulators are to start. This helps determine when prewire must be complete	PM
Prewire Phase - Notify Operations about tentative schedule	PM
Prewire Phase - Revise iPoint Project Milestones	OPs
Trim Phase - Determine when the Electricians start to install outlets, signals that walls are ready for our (some of our) devices.	PM
Trim Phase - Determine when the Electricians will energize the lighting (if we have Lighting Control)	PM
Trim Phase - Notify Operations about tentative schedule	PM
Trim Phase - Revise iPoint Project Milestones	OPs
Finish Phase - Determine when walls are painted so we can complete device trim-out	PM
Finish Phase - Determine when we can deliver/install our head end equipment.	PM
Finish Phase - Determine when we can install TVs.	PM
Finish Phase - Notify Operations about tentative schedule	PM
Finish Phase - Complete iPoint Project Milestones	OPs

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

PM Sign off and verfication that the phase has been completed. Marked accordingly in iPoint.

Who does the process transfer to next?

Name	Department or Function	Milestone
Engineering Phase	PM	Prewire
Prewire Phase	Sales	Trim
Trim Phase	Sales	Finish
Finish Phase	Service Department	Service