

SOP Template			
Company Name	Process Name	Date Created	Revision Number
One-Touch Automation	Prepare Trim documentation	6/19/24	V1
Process Frequency (Daily/Weekly/Monthly/Project Based)			
Project Based			
Process Description			
Trim Documentation Package			
Who's Involved		What are the inputs?	
Name	Department or Function	Documents, SOW, Approval, Labor, Software, Etc.	
Project Manager	Project Manager	Trim Product is received	
		Slack, Google Drive, Monday.com, Google Docs	
What are the sequential steps?			
Step Description			Who is Responsible?
Google Docs - Print DEB48 layout to PDF in the client field documentation folder			Project Manager
Google Drive - Verify lighting layout is printed to PDF in the Client field documentation folder (if			Project Manager
Google Drive - Verify A/V is printed to PDF in the Client field documentation folder (if applicable)			Project Manager
Google Drive - Verify Lutron keypad layout is printed to PDF in the Client field documentation folder (if			Project Manager
Slack - Verify "Documentation" link in the Canvas is active and leads to correct folder			Project Manager
Monday - Update project status			Project Manager
Print correctly sized and formatted heat shrink labels for DEB trimout			Project Manager
What are the outputs [Defined Standards of Completion or Deliverables]			
Field documentation folder is up to date and ready for staff to use, labels printed			
Monday board is updated			
Who does the process transfer to next?			
Name	Department or Function	Milestone	
Project Manager	Project Manager	Schedule Trim	