

SOP Template

Company Name	Process Name	Date Created	Revision Number
One Touch Automation	Create Initial Design Docs	5/13/24	V1

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

Per Project

Process Description

Create Initial Design Docs

Who's Involved		What are the inputs?
Name	Department or Function	Documents, SOW, Approval, Labor, Software, Etc.
Ryan McDaniel	Sales	Signed contract
Jeff Rodgers	Sales	Project Manager assigned

What are the sequential steps?

[illegible]

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

Initial documentation created and checklist is updated
Preparation for sales to ops handoff

Who does the process transfer to next?

Name	Department or Function	Milestone
Sales Person	Sales Person	Handoff Meeting