SOP Template

Company Name	Process Name	Date Created	Revision Number
One Touch Automation	Pre-Drywall Audit	5-17-24	1

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

Project Based

Process Description

Site Audit prior to drywall

Who's Involved		What are the inputs?
Name	**Department or Function**	**Documents, SOW, Approval, Labor, Software, Etc.**
Project Manager	Project manager	ToDoist, Google Drive
		Pre-Drywall checklist

What are the sequential steps?

Step Description	Who is Responsible?
Print out phase documentation for reference	Project Manager
Schedule site audit in QB Time	Project Manager
Perform trim site audit (use checklist for items to inspect)	Project Manager
Update task list (if needed)	Project Manager
Update RFI list (if needed)	Project Manager
Update Monday.com status	Project Manager

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

Audit completed

Who does the process transfer to next?

Name	Department or Function	Milestone
Project Manager	Project Manager	Schedule Punch List
		Site follow up for drywall status