

SOP Template			
Company Name	Process Name	Date Created	Revision Number
One-Touch Automation	Schedule Equipment Delivery	6/19/24	V1
Process Frequency (Daily/Weekly/Monthly/Project Based)			
Project Based			
Process Description			
Outlines the scheduling of equipment delivery			
Who's Involved		What are the inputs?	
Name	Department or Function	Documents, SOW, Approval, Labor, Software, Etc.	
Project Manager	Project Manager	QB Time, Slack, Google Drive, Google Docs	
Clayton	Field Manager	Final Products Received	
What are the sequential steps?			
Step Description			Who is Responsible?
<b>Quickbook Time</b>			
In the schedule window, add an event to the select tech and day			Field Manager
For title, use [Client Last Name] - Rough-In			Field Manager
Set color to <b>ORANGE</b>			Field Manager
Fill out remaining information			Field Manager
Add general notes if scope is narrowed for specific day			Field Manager
<b>Slack - List Creation</b>			
Create another list using the "TEMPLATE - Finish QC" list			Project Manager
Rename the new list to [Client last name], [Client first name] - Finish QC			Project Manager
In slack canvas, add list URLs to the Punch List section			Project Manager
<b>Slack - Project Task List</b>			
Add all Finish tasks to the Project list and fill out the columns as much as possible			Project Manager
After all items are added, verify the other view "Task List by Room" is laid out correctly			Project Manager
<b>General Items</b>			
Update Monday board schedule status and time frame for work			Project Manager
What are the outputs [Defined Standards of Completion or Deliverables]			
Scheduled in QB Time			
Slack task list has been created and filled out			
Who does the process transfer to next?			
Name	Department or Function	Milestone	
Project Manager	Project Manager	Execute Equipment Delivery	