|  | SOP Ter   | nplate                         |   |  |
|--|---|--------------------------------|---|--|
| Company Name   | Process Name                                      | Date Created                   | Revision Number   |  |
| One Touch Automation   | Create Initial Design Docs                        | 5/13/24                        | V1  |  |
|  | Process Frequency (Daily/Wee                      | ekly/Monthly/Project Based)    |   |  |
|  | Per Pro   | oiect                          |   |  |
|  | Process De  |                                |   |  |
|  |   | •                              |   |  |
|  | Create Initial [                                  |                                | h - !t-0  |  |
| Name   | Who's Involved                                    |                                | What are the inputs?  Documents, SOW, Approval, Labor, Software, Etc. |  |
|  | Department or Function Sales                      | - <del>i</del>                 |   |  |
| Ryan McDaniel  | Sales   |                                | Signed contract Project Manager assigned                              |  |
| Jeff Rodgers   | Sales   | Froject Maria                  | ger assigned  |  |
|  |   |                                |   |  |
|  |   |                                |   |  |
|  | What are the seq                                  | uential steps?                 |   |  |
|  | Step Description                                  | a.ca. eteke                    | Who is Responsible?   |  |
| In Google drive, move client folder from "Client potential" to "Client shared" |   |                                | Sales Person  |  |
| Rename Template - Document   | ation & Checklist file to "[Client Last Name], [F | First name] - Documentation &  |   |  |
| Checklist"   |   |                                | Sales Person  |  |
| Fill Out Google Doc "Documentation & CheckList" assigned to SALES              |   |                                | Sales Engineer  |  |
|  |   |                                |   |  |
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|  |   |                                |   |  |
| W  | hat are the outputs [Defined Standa               | ards of Completion or Delivera | bles]   |  |
| nitial documentation created a   | and checklist is updated                          |                                |   |  |
| Preparation for sales to ops ha  | ındoff  |                                |   |  |
| · · · · · · · · · · · · · · · · · · ·  |   |                                |   |  |
|  |   |                                |   |  |
|  | Who does the proces                               | ss transfer to next?           |   |  |
| Name   | Name Department or Function                       |                                | Milestone   |  |
|  |   |                                | Handoff Meeting   |  |
|  | on Sales Po                                       |                                |   |  |
| Sales Perso  | on Sales Po                                       | CISOII                         | - Italia on Mooting   |  |
|  | on Sales Po                                       | CISOTI                         | - Tanada Mooting  |  |