SOP Template			
Company Name	**Process Name**	**Date Created**	**Revision Number**
One Touch Automation	Finalize Project Docs	5/14/24	V1
Process Frequency (Daily/Weekly/Monthly/Project Based)			
Project Based			
Process Description			
To outline the process for final system documents that reflect as builts from the field			

Who's Involved		What are the inputs?	
Name	**Department or Function**	**Documents, SOW, Approval, Labor, Software, Etc.**	
Josh	Designer	Final Punchlist Completed	
Project Manager	Project Manager	Final Invoice Requested	
Donna	Office Manager		

What are the sequential steps?	
Step Description	**Who is Responsible?**
General Items	
Request As-Built markups from the project manager	Designer
Review any questions from markups with project manager to get clarification	Designer
Google	
Update Google documentation sheets	Designer
Review Google documentation sheets file and clean all notes that aren't relevant	Designer
Review Google Drive folder and archive/delete any unnecessary files	Designer
Create folder in Google Drive called "Final Project Documentation"	Designer
Print all Google documentation sheets to PDF, Save in Google "Final Project Documentation" folder	Designer
Update Google Field site moving project from Active to Archived	Designer
AutoCAD	
Update AutoCAD drawings to reflect field changes	Designer
Print all AutoCAD drawings to PDF - Add FINAL to the name, Save in Google "Final Project Documentation" folder	Designer
Visio	
Update Visio drawings to reflect field changes	Designer
Print all Visio drawings to PDF - Add FINAL to the name, Save in Google "Final Project Documentation" folder	Designer
Lutron Designer	
Print final Lutron wiring report, Save in Google "Final Project Documentation" folder	Designer

What are the outputs [Defined Standards of Completion or Deliverables]
Files posted to Final Project Documentation folder
Update Monday.com board
Update D-Tools cloud

Who does the process transfer to next?		
Name	**Department or Function**	**Milestone**
Brandon	Service Manager	Turn over to Service Dept
Project Manager	Project Manager	Turn over to Service Dept