



Process Documentation & SOPs

A Top7 COO Service • **PROJECT**

Turning tribal knowledge into documented, repeatable systems that don't live in one person's head. You reduce dependency on any single employee and get consistent execution across the team.

HOW IT WORKS

1. Map current processes
2. Identify gaps & inconsistencies
3. Document SOPs
4. Train the team & roll out

VALUE TO YOU

- Less dependency on any one person's knowledge
 - Consistent execution across the team
 - A foundation for scaling operations
-

Let's talk about your operating backbone. info@top7llc.com | www.top7llc.com