

SOP TRIAGE CHECKLIST

Document What Breaks Revenue First

Sequence your SOP work by Power Stage, so you build the playbooks that matter and skip the ones that do not.

WHY THIS MATTERS

Most founders try to document everything at once and end up documenting nothing. This checklist sequences SOP work using Power Stage logic: start where a breakdown cascades into lost revenue or fulfillment. Everything else can wait.

PRIORITY KEY

Priority	What it means	When to build it
Priority 1	Breakdown means lost revenue	This week
Priority 2	Breakdown means delay or rework	This month
Priority 3	Nice to have documented	Eventually

1. GROWTH ENGINE SOPS · LEAD TO SIGNED CLIENT

Stage	Process Name	Owner	Priority 1-3	SOP Exists?	Power Stage?
Qualification	Lead Scoring & Handoff	Sales / Founder	1	N	Y

2. FULFILLMENT ENGINE SOPS · SIGNED CLIENT TO DELIVERED

Stage	Process Name	Owner	Priority 1-3	SOP Exists?	Power Stage?
<i>Kickoff</i>	<i>Onboarding Checklist</i>	<i>Ops Manager</i>	<i>1</i>	<i>Y</i>	<i>Y</i>

3. SUPPORT FUNCTIONS · FINANCE, HR, ADMIN

Stage	Process Name	Owner	Priority 1-3	SOP Exists?	Power Stage?
<i>Finance</i>	<i>Month-End Close Process</i>	<i>External CPA</i>	<i>3</i>	<i>Y</i>	<i>N</i>



THE PART MOST FOUNDERS SKIP

An SOP no one is held to is a document, not a system. The playbook does not change behavior; the accountability around it does. For every Priority 1 SOP, name one owner responsible for the stage running without you, and check adherence, not just existence. A binder of perfect SOPs nobody follows is the most expensive form of doing nothing.

4. PRIORITY 1 BUILD PLAN · DRAFT THESE FIRST

SOP Name	Owner	Draft By	Review By	Done?
<i>Lead Scoring & Handoff</i>	<i>Founder</i>	<i>Jun 12</i>	<i>Jun 19</i>	

Rule: an SOP does not need to be perfect. It needs to be good enough that someone else can run the stage without calling you. First draft in 30 minutes. Iterate from there.

NEXT

Pick your top 3 Priority 1 SOPs and set a 2-week draft deadline for each.

Want your whole operating system documented, not just triaged? Scan the code or visit freedomsystems.biz to book a 30-minute diagnostic.

