

The importance of developing Standard Operating Procedures

As you read through this manual, you will begin to understand the importance of developing a set of standard operating procedures (SOPs). A key factor in building a successful franchise is standardization. Regardless of the franchise location and ownership, standardization ensures customers will always be met with a consistent experience. For example, McDonald's is regarded as one of the world's most successful franchises. Thanks to standardization, their food is the same whether you're in Baton Rouge, Louisiana or Albuquerque, New Mexico. You always know what to expect when you see those golden arches.

The purpose of this manual

This manual was created using a fictitious window cleaning company named *Company ABC*. This content was provided to give you an example of a typical operations manual. As you customize the document to reflect your business, the name and many of the details will change. We recommend you save multiple copies through the writing process. This will allow you to refer to this document as the master template and your document as the new customized operations manual.

Guidance boxes

We've also included valuable text boxes with questions, notes and additional information to help you write each section. Read each box carefully before beginning each section. An example of guidance box

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Donovan Kelly



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Handley, David Ross, 2012-05-31 This is the definitive real world guide to Microsoft System Center 2012 Microsoft's newest and most powerful version of System Center Authored by consultants who've deployed System Center in hundreds of enterprises and innovative smaller businesses this book brings together up to the minute tips tricks and techniques you just won't find anywhere else You'll learn how to use System Center's powerful capabilities to build highly efficient managed environments that encompass datacenters cloud environments client computers mobile devices and more The authors address planning design implementation integration and administration and cover every component including Configuration Manager Operations Manager Data Protection Manager Virtual Machine Manager Service Manager and Orchestrator Use Configuration Manager 2012 to deliver software and updates in highly distributed environments including datacenters clouds and mobile devices Reliably manage and report on assets with Configuration Manager 2012 Perform monitoring alerting operations and security reporting with Operations Manager 2012 Use Data Protection Manager 2012 to protect file systems SQL Microsoft Exchange and SharePoint Leverage Data Protection Manager 2012's improved central monitoring and remote recovery Run Hyper V virtualized environments with VMM 2012 including new private clouds and mixed private public fabrics Use Service Manager 2012 to provide top down integration and use Orchestrator 2012 for bottom up process automation and integration glue Give users an efficient self service portal for creating service and incident requests and browsing service catalogs Manage service offerings and implement enterprise wide change control with Service Manager 2012 Ensure compliance by creating executing and repeating auditable documented processes with Orchestrator 2012

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Mastering Microsoft Virtualization Tim Cerling, Jeffrey L. Buller, 2011-03-04 The first in depth comprehensive guide to Microsoft s suite of virtualization products Virtualization is a hot topic for IT because of the potential it offers for serious economic benefits While other books treat server virtualization alone this comprehensive guide provides a complete virtual strategy You will learn how to deploy a complete virtualization stack with Microsoft s offerings in server virtualization application virtualization presentation virtualization and desktop virtualization Written by Microsoft technology product specialists this guide provides real world focus enabling you to create a complete IT system that is highly efficient and cost effective Covers Windows Server 2008 Hyper V 2 0 Remote Desktop Services Microsoft Application Virtualization App V Virtual Desktop Infrastructure VDI and Microsoft Enterprise Desktop Virtualization MED V Demonstrates how to deploy a virtual infrastructure from the server to the desktop Goes beyond any other book on Microsoft virtualization Covers the highly anticipated new feature Live Migration This guide part of the popular Sybex Mastering series offers every IT administrator a road map for implementing an efficient and successful virtualization project **Getting Started with**

Windows Server Security Santhosh Sivarajan, 2015-02-27 If you are a security or Windows Server administrator wanting to learn or advance your knowledge in Microsoft security and secure your Windows Server infrastructure effectively this book is for you

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Mastering Windows 7 Deployment Aidan Finn, Darril Gibson, Kenneth van Surksom, 2011-03-10. Get professional level instruction on Windows 7 deployment tools. Enterprise level operating system deployment is challenging and requires knowledge of specific tools. It is expected that Windows 7 will be extensively deployed in businesses worldwide. This comprehensive Sybex guide provides thorough coverage of the Microsoft deployment tools that were specifically created for Windows 7: preparing system administrators, MIS professionals, and corporate programmers to tackle the task effectively. Companies worldwide are expected to deploy Windows 7 as their enterprise operating system. System administrators and IT professionals need comprehensive instruction on Microsoft's deployment tools. This complete guide provides clear step by step instruction on planning, installing, configuring, deploying, and troubleshooting deployment methods for each tool. Covers the Microsoft Assessment and Planning (MAP) Toolkit, Application Compatibility Toolkit (ACT), Windows PE, Windows Automated Installation Kit (WAIK), Windows System Image Manager (WSIM), Easy Transfer, User State Migration Toolkit (USMT), Windows Deployment Services, Microsoft Deployment Toolkit 2010, System Center Configuration Manager, Key Management Service, and Volume Activation Management Tool (VAMT). Illustrated with plenty of real world scenarios. Mastering Windows Deployment provides the hands on instruction you need to fully understand and use each deployment technology.

Exam Ref 70-246 Orin Thomas, 2014-08-22. Prepare for Microsoft Exam 70-246 and help demonstrate your real world mastery of monitoring and operating a private cloud based on Microsoft System Center 2012 R2. Designed for experienced IT professionals ready to advance their status, Exam Ref focuses on the critical thinking and decision making acumen needed for success at the MCSE level. Focus on the expertise measured by these objectives: Configure data center process automation, Deploy resource monitoring, Monitor resources, Configure and

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environments and utilizes the console for management then this book is ideal for you This book is also for System Center users who now want to learn to manage systems using PowerShell

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Microsoft Windows Server 2008 Barrie Sosinsky, Barrie A. Sosinsky, 2008-02-11 If you re preparing to move to Windows Server 2008 this book is for you It bypasses common concepts you already know and concentrates on the essential information you need to migrate quickly and successfully You ll get a thorough look at what s new in Windows Server 2008 including the redesigned architecture and improvements in features such as user services graphics virtualization and the new TCP IP protocol stack and boot environment Covers everything from deployment to PowerShell to the latest security features new performance monitoring and remote access management

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