

Sample SOP (Example): QA & Handoff

Quality assurance and a clean handoff process. (Public sample for demonstration.)

Purpose

This sample SOP documents how we QA a site and hand it off with clarity.

The goal is fewer surprises after launch and a smoother transition.

QA checklist (high level)

- Layout: verify spacing, alignment, and responsive behavior.
- Forms: confirm submissions route correctly and errors are handled.
- Performance: verify major assets are optimized for mobile.
- SEO basics: titles, descriptions, and index settings reviewed.

Handoff deliverables

- Access details and ownership confirmation.
- Short walkthrough of key settings and update points.
- Post-launch support window and escalation path.

Workflow (sample)

Phase	What happens	Client touchpoints	Timing
Pre-QA	Freeze changes and confirm final content is in place.	Client confirms final content.	Varies
Device checks	Test major breakpoints and modern browsers.	Report any issues found.	Varies
Forms & tracking	Validate form delivery and key event tracking.	Confirm receipt of test submission.	Varies
Performance pass	Optimize images/video posters and verify load behavior.	Approve any tradeoffs.	Varies
Launch verification	Confirm DNS/SSL and production behavior.	Final go-live approval.	Varies

Phase	What happens	Client touchpoints	Timing
Handoff	Provide a short checklist and support plan.	Confirm handoff complete.	Varies

Notes

This is a public sample provided for transparency. Final workflows are customized per project. Timing and scope vary based on complexity, access, and responsiveness.