How to Upload Project Changes | Step-by-Step SOP for Smooth Updates

Purpose

This SOP explains the exact process to follow when a client sends new changes or revision requests. It ensures that all updates are correctly saved, organized, uploaded, and communicated in ClickUp for tracking and quality assurance.

Step-by-Step Procedure

Step 1: Identify the Client's Changes

1. When the client sends new changes (via chat, document, or ClickUp comment), review them carefully.
2. Go to the client's project in **ClickUp** or the assigned workspace.
3. Check under the "**New Changes**" or "**Revisions**" section to confirm the update request.
4. Make sure you clearly understand what the client wants before proceeding.

Step 2: Copy the Project Name

1. Copy the **exact project name** mentioned in ClickUp or the client message.
2. Use the search bar in ClickUp to find that specific project.
3. Open the correct task or folder where you'll be uploading the new changes.

Step 3: Create a "Changes" Folder

1. Inside the main project folder (usually on Google Drive or internal storage), create a new subfolder named according to the update version, for example:
   - **Changes 1**

    - **Changes 2**
    - **Changes 3**, etc.
2. This helps keep each round of revisions organized and traceable.

Step 4: Save All Provided Data

1. Download or save all files, images, text, or videos that the client shared for the new changes.
2. Store them inside the newly created **Changes folder**.
3. Double-check that all files are saved correctly and not corrupted.

Step 5: Apply the Client's Changes

1. Open the latest working draft of the project (for example, a website or design file).
2. Apply the changes exactly as instructed by the client.
3. Cross-check the result to ensure all points are covered.
4. Save your work once all updates are complete.

Step 6: Upload the Updated Version

1. Upload the revised version to the proper location (e.g., project drive or staging link).
2. Name the folder or link clearly, such as:
    - **ClientName – Changes 2**
    - **Website Draft – Round 1 Updates**
3. If applicable, take **screenshots** of the updated sections for reference.

Step 7: Update ClickUp

1. Go back to the **ClickUp task** related to this project.
2. Post a new comment mentioning:
    - "New changes have been uploaded."
    - Include the updated folder link or staging link.
      Example:

      > "Hi [Team/Client], the new changes have been uploaded in the Drive folder: [Insert Link]. Please review."

3. Change the task status to **'Uploaded Changes'** or **'Ready for Review'**.

Step 8: Verify and Notify

1. Double-check that everything is properly uploaded and visible in the Drive or platform.
2. Notify your senior or project manager that the changes have been uploaded.
3. If any step is unclear or an issue arises, contact your senior immediately for clarification.

Step 9: Maintain Version History

1. Keep a record of every version and date uploaded.
2. Example folder structure:
   - Changes 1 → Uploaded on 25 Oct 2025
   - Changes 2 → Uploaded on 1 Nov 2025
3. This helps track project progress and client revisions efficiently.

Final Note

Always follow this SOP for every change round.
If you’re unsure about any client instruction, do **not** upload incomplete or unclear work—consult your **senior** first.
Maintaining clarity and organized documentation avoids confusion in later revisions.

Revision #1
Created 1 November 2025 13:29:30 by Jehanzaib
Updated 1 November 2025 13:31:02 by Jehanzaib