

ACTIVITY: CREATE A CONTROL PLAN FOR YOUR PROJECT

GUIDELINES:

CREATE A CONTROL PLAN FOR THE ACTIONS YOU'VE IMPLEMENTED IN MATRIX CORP. TO REDUCE THE LATE ARRIVALS OF EMPLOYEES/VENDORS

CONTROL PLAN TEMPLATE

Process		Method						
		Sample				Action		
Process Step	What is being Controlled?	How is it Measured?	Size	Frequency	Responsible Party	Where is it Recorded?	Response Plan	Responsible Party
Attendance Reports from automated systems are sent to all stakeholders	Attendance Tracking	Check if the report is sent everyday at 12:00 pm	1 Report	Every Day	MIS	MIS Tracker	Reach the attendance application vendor and log a ticket	MIS SPOC
Track if SMS service is working for all employees	SMS Service	Check if the roster sms is sent to all employees	1 Report	Every Thursday	MIS	MIS Tracker	Reach the sms application vendor and log a ticket	MIS SPOC
Track in-time of all supervisors								
Provide training to all supervisors to give feedback if their team members arrive late Engage team members in								
team bonding activities								