

ACTIVITY SOLUTION: CREATE YOUR OWN SIPOC

GUIDELINES:

YOU ARE GIVEN A SITUATION OF A FICTIONAL COMPANY – MATRIX CORP.

CREATE A SIPOC BASED ON THE GIVEN INFORMATION

EMPLOYEE ROSTERING PROCESS OF MATRIX CORP.

As you know, Matrix Corp is facing a challenge that 90% of its employees arrive late at work by 2 to 3 hours. Their on-time arrival rate is 10% only.

Using the below information, you have to create a SIPOC that outlines the process of how the employee/vendor rosters are created and communicated.

- Suppliers are Clients who provide their work hour requirement (for next week)
- They provide Inputs in the form of an email
- The high-level process of to roster employees includes:
 - Manager receives Client Requirements
 - Reviews current week's roster
 - Creates employee/vendor roster for next week
 - Sends the roster to the client to validate information
 - o Sends email to all employees with new roster details for next week
 - Updates new rosters on display boards
- The outputs of this process are 1) Attendance Roster; and 2) Manual In/Out Time of Employees/Vendors
- The Customers are: 1) Matrix Corp.; 2) Clients; 3) Employees of Matrix Corp. and 4) Vendors of Matrix Corp.

SIPOC: ON-TIME OFFICE ARRIVAL RATE

SUPPLIERS

List suppliers of any inputs to your process

Clients

INPUTS

List any inputs to your process

- Work Hour Requirements
- Emails

PROCESS

OUTPUTS

List the outputs of your process

- Attendance Roster
- Manual In / Out Time of Employees / Vendors

CUSTOMERS

Identify the customers of the process outputs

- Matrix Corp.
- Clients
- Employees of Matrix Corp.
- Vendors of Matrix Corp.

Manager receives client requirement



Reviews current week's roster

Creates employee / vendor roster for next week

Sends roster to client & validates

Sends email to all employees / vendor

Updates rosters on **Display Boards**

Attendance Rostering is a Weekly Activity