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					Action	
			Sample					
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								

SOLUTION: CONTROL PLAN

Process		Method					Action	
			Sample					
Process Step	**What is being Controlled?**	**How is it Measured?**	**Size**	**Frequency**	**Responsible Party**	**Where is it Recorded?**	**Response Plan**	**Responsible Party**
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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	Login Time of all Supervisors	Check the automated attendance tracker for supervisors	1 Report	Every Day	Manager	Manager Folder	If the automated attendance tracker fails, approach the MIS team to log a ticket with the vendor	Manager
Provide training to all supervisors to give feedback if their team members arrive late	Supervisor action	Training attendance and training exam scores	1 Report	Every Month	Manager	Training Folder	If the training is not conducted, approach the training team and report the issue	Manager
Engage team members in team bonding activities	Team Bonding	Check if the monthly team outing budget is used by respective supervisors	1 Report	Every Month	Manager	Finance Reports	If the team outing budget is not used, seek an explanation from the supervisor	Manager