**Overview of AS-IS diagram**

The current offboarding process can be a daunting experience for employees, as it involves several steps that can be time-consuming and stressful.

* Once an employee has submitted their resignation, their manager conducts an exit interview and attempts to retain the employee.
* If the employee is not retained, the manager verifies any pending projects and ensures that all outstanding work is completed within the notice period.
* The outgoing employee then provides knowledge transfer to a designated person before their manager sends the resignation notice to the HR department for final paperwork.
* At this stage, the employee is asked to authorize all departments to revoke their clearances, and each department verifies the revocation of the clearances. Additional information may be requested by departments from the manager or employee during this process.
* On the last working day, the employee returns their assets via courier or in person, and the HR department takes care of the final paperwork, pay, benefits, and confirmations from all departments. Finally, the IT department is informed to suspend access to internal servers and email.
* Although this process is necessary to ensure that the company's operations continue uninterrupted after an employee leaves, the current process has been identified as lengthy and stressful.
* Revoking clearances from various departments can lead to significant delays in completing the process, and employees often find the process to be time-consuming and stressful. Therefore, there may be a need to review and improve the current offboarding process to make it more efficient and less stressful for employees.

**Reasons for change and why**

The main reason is to make the process more efficient and less time-consuming for employees. This can help reduce the stress and anxiety that employees may feel during the offboarding process, especially if they are leaving the company on good terms.

Another reason to improve the offboarding process is to ensure that the company's operations continue uninterrupted after an employee leaves. The current process of revoking clearances from various departments can lead to significant delays in completing the offboarding process, which can impact the company's productivity and bottom line. By improving the process, companies can ensure that they have a smooth transition when employees leave and minimize any disruptions to their operations.

**How this TO-BE diagram is different from AS-IS:**

* In AS-IS, once when employee’s resignation is confirmed. The employee is the one who connects with all departments and requests for clearance and parallelly completes his/her rest of the work during the notice period.
* To address this pain point, HR is made the primary point of contact following the exit interview. They are responsible for authorizing all relevant departments to revoke clearances for that specific employee and consulting with them directly if there are any additional questions.
* The offboarding process for employees will be solely managed by the HR department, which includes handling final paperwork, obtaining clearances, and overseeing any tasks that the departing employee is responsible for.
* HR will also be responsible for informing all departments about the employee's resignation and ensuring that each department completes its respective responsibilities.

**Benefits:**

The modified offboarding process provides several benefits to the employee and the company, such as:

* Reducing the burden on the outgoing employee by simplifying the clearance process and minimizing the number of requests and follow-ups they need to make with different departments.
* Ensuring that all the employee's projects are completed before their last day, reducing the risk of unfinished work or delays.
* Helping the new employee who replaces the outgoing employee to transition smoothly into their role by providing knowledge transfer.
* Centralizing the communication and coordination with HR, minimizing the chances of miscommunication or confusion.
* Streamlining the paperwork, pay, and benefits process, making it more efficient for the HR department.
* Ensuring that all company assets are returned on time, reducing the risk of loss or damage.
* Protecting the company's sensitive data by revoking access to internal systems and email within three days of the last working day

**Enablers for the changes:**

1. Employee
2. Manager
3. HR
4. Assets Return
5. All Department Clearances
6. IT Department