

STEPS TO CREATE A SIPOC

TOPIC: STEPS TO CREATE A SIPOC

1. IDENTIFY 5-7 KEY HIGH LEVEL STEPS IN THE PROCESS
2. IDENTIFY THE CUSTOMER WHO WILL RECEIVE THE OUTPUTS OF THE PROCESS
3. IDENTIFY THE OUTPUTS OF THE PROCESS (INCLUDING INTERNAL OUTPUTS; FOR EXAMPLE, PRODUCTIVITY REPORTS)
4. IDENTIFY ALL INPUTS REQUIRED FOR THE PROCESS TO FUNCTION
5. IDENTIFY THE SUPPLIERS FOR THE INPUTS REQUIRED BY THE PROCESS
6. VERIFY THE FLOW OF INFORMATION FOR THE PROCESS
7. VALIDATE THE SIPOC MAP WITH THE KEY STAKEHOLDERS. CONFIRM IT IS “AS IS”, AND NOT “AS IT SHOULD BE”

SIPOC EXAMPLE – GET A NEW WIRELESS CONNECTION

