



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

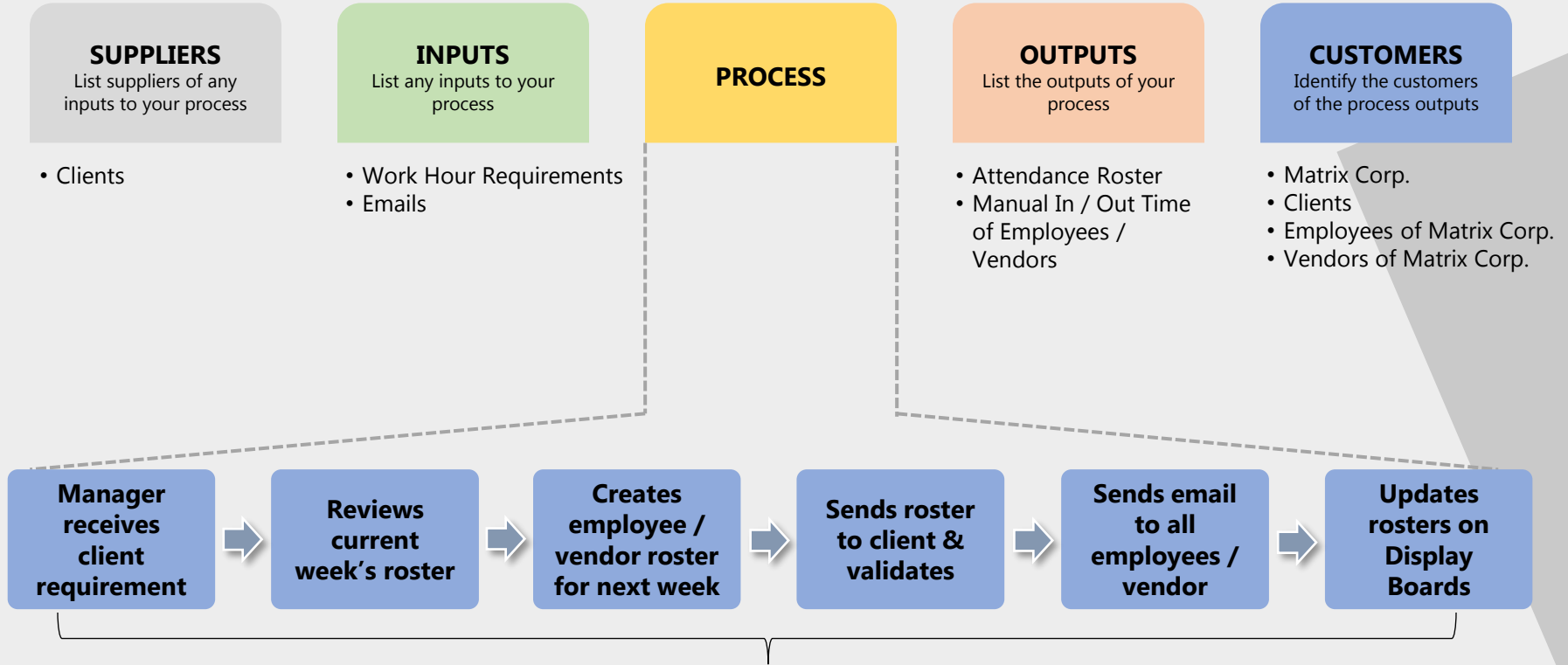
EMPLOYEE ROSTERING PROCESS OF MATRIX CORP.

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
 - 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



Attendance Rostering is a Weekly Activity