

Source, Input, Process, Output, Customer (SIPOC)

Source What roles contribute key inputs to the process?	Input What will be needed before work can begin?	Process What activities will be performed?	Output What deliverables will be completed?	Customer What roles will use the deliverables?

<p>Source</p> <p>What role contributes key inputs to the process?</p>	<p>Input</p> <p>What will be needed before work can begin?</p>	<p>Process</p> <p>What activities will be performed?</p>	<p>Output</p> <p>What deliverables will be completed?</p>	<p>Customer</p> <p>What roles will use the deliverables?</p>
<p style="text-align: center;">5</p> <p>These are internal and external sources who provide some product, decision, or data that the process is dependent upon.</p> <p>Tell the sources how and when you need their input.</p> <p>Align input with sources or draw lines for clarity of relationship.</p>	<p style="text-align: center;">4</p> <p>List out the specific items needed before work can begin, or before outputs can be considered fully de-risked.</p> <p>No nice-to-have's.</p>	<p style="text-align: center;">1</p> <p>Populate this with the activity or the process that will be performed. Can include multiple items if they are highly dependent and performed by role or team.</p> <p>This is a work activity that has been reduced to it's clearest form. Do not try to capture an entire job.</p>	<p style="text-align: center;">2</p> <p>List out the tangible deliverables that are created from the process.</p> <p>Start generic then get specific. "Project schedule" may become "Gantt chart with resource loading and full dependencies."</p>	<p style="text-align: center;">3</p> <p>These are internal and external customers who will use the output to perform their own process or to make decisions. They must actually use the output.</p> <p>Ask the "customers" how they need the output. Try to understand how they will use the output.</p>
<p>Example:</p> <ul style="list-style-type: none"> Project Sponsor Client Planners Project Manager 	<p>Example:</p> <ul style="list-style-type: none"> Project Charter Deadlines Constraints Estimates 	<p>Example:</p> <ul style="list-style-type: none"> Create or update project schedule. 	<p>Example:</p> <ul style="list-style-type: none"> Project schedule Payment milestones Critical path Review and decision milestones 	<p>Example:</p> <ul style="list-style-type: none"> Project Manager Project Team Sponsor Business Manager