

SIPOC

Instructions:

Use this SIPOC template to define the key elements of a process improvement project. Fill in each column from right to left (starting with the Customer) to better clarify requirements and expectations, then define the Process steps, Inputs, and Suppliers.

Tips:

- Keep Process Steps limited to 4–7 high-level steps.
- Match each Output with a Customer who receives it.
- Identify all Inputs required for the process to function properly and the Suppliers who provide them.

Suppliers	Inputs	Process Steps (High-Level)	Outputs	Customers
[Enter Supplier 1]	[Enter Input 1]		[Enter Output 1]	[Enter Customer 1]
[Enter Supplier 2]	[Enter Input 2]		[Enter Output 2]	[Enter Customer 2]

Process Steps (High-Level)

Step 1	Step 2	Step 3	Step 4	Step 5