SIPOC - Defining SIPOC

**Suppliers**
Any role, system, or inter-process connection that provides inputs to the process.

**Inputs**
An input is a trigger for the process. Inputs are something transformed, consumed, used, or processed. They can sometimes be the output of another process.

**Process**
A list of the high-level steps of the process.

**Outputs**
An output is a value-added result produced by the process. They can sometimes be the input into another process.

**Customer**
Any role, system, or inter-process connection that receives outputs from the process.
360 Degree Feedback - High-Level Overview SIPOC Process Map

**Suppliers**
- Supervisor
- Employee
- 360 Degree Feedback Assessment Tool
- Professional Development Plan

**Inputs**
- Feedback Providers:
  - Supervisor
  - Team Members
  - Peers
  - Employees Supervised
  - Friends/Family

**Process**
- Communicate 360
- Select Raters
- Distribute Questionnaires
- Receive Completed 360
- Facilitate Feedback
- Complete a Development Plan
- Ongoing Coaching & Evaluation

**Outputs**
- 360 Report
- Professional Development Plan

**Customer**
- Employee
Communication Vehicles

- Articles
- Communication Toolkits
  - Kickoff events
  - Site Visits
  - Banners
  - Desk drops
- Leadership meetings
- Social Media
- Billboards
- Email
- Letters
- Stakeholder meetings
  - Blogs
- Executive Messages
- Giveaways
  - Posters
- Coffee Mornings
- Lunch and learns
  - Status reports
  - Booklets
  - Fact Sheets
  - Memos
  - Success stories
  - Fliers
  - Newsletters
  - Surveys
  - Briefings
  - Focus Groups
- Targeted emails
  - TV displays
- Celebration events
  - Branded Promotional Materials
- Online Content Management Systems
  - Charts/Graphs to show progress
- Brochures
  - Forums
  - Organizational meetings
  - Team meetings
  - Brown Bag Meetings
  - Frequently Asked ?s
  - Performance reviews
  - Text messages
  - Bulletin Boards
  - Galley walks
  - Podcasts
  - Town hall meetings
  - Calendar of events
  - Help desk
  - Project fairs
- Voicemail messages
- Change agent networks
  - Information fairs
  - Q & A Sessions
  - Webcasts
  - Webinars
  - Circulars
  - Interviews
  - Road shows
  - Wikis
  - Intranet sites
  - Roundtables
  - Workshops
- Informational meetings
- Recognition packages