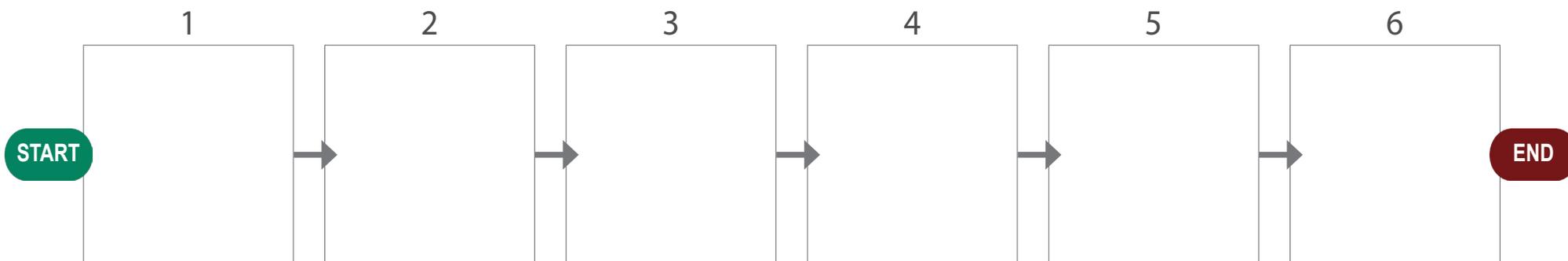


**First**, document the major steps that make up the process.  
Write a separate step in each of the following boxes, using a verb-noun format.

Process:



## SIPOC Diagram

**Last**, note all the suppliers.

**Fourth**, list the inputs.

**Second**, identify the outputs.

**Third**, list the customers.

SUPPLIERS		INPUTS		PROCESS		OUTPUTS		CUSTOMERS	
Who provides the inputs?		What materials, services, information, and data feed into the process?		PROCESS		What services or other outputs result from the process?		Who are the people, offices, and organizations that receive the services?	
								Primary customer:  Other customers:	

Tailored for service-oriented workplaces, including professional service firms, public-sector agencies, and educational institutions