

# SIPOC — Suppliers, Inputs, Process, Outputs, Customers

Process name: \_\_\_\_\_

Process owner: \_\_\_\_\_

Team / date: \_\_\_\_\_

START boundary (first step in scope): \_\_\_\_\_

END boundary (last step in scope): \_\_\_\_\_

Why this process is being looked at: \_\_\_\_\_

FILL ORDER: P → O → C → I → S — start in the middle; the process steps anchor everything else.

| S — Suppliers                                  | I — Inputs                                      | P — Process (4-7 steps)                                                      | O — Outputs                                                       | C — Customers                                                |
|------------------------------------------------|-------------------------------------------------|------------------------------------------------------------------------------|-------------------------------------------------------------------|--------------------------------------------------------------|
| Who provides each input (internal or external) | What arrives: material, data, request, approval | High-level steps only — if you need more than 7, the boundaries are too wide | What the process produces, including by-products nobody asked for | Who receives each output — name the role, not 'the business' |
|                                                |                                                 |                                                                              |                                                                   |                                                              |
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Output requirements — where SIPOC pays for itself

| Output | Customer | Requirement (what 'good' means) | How it is measured | Current performance |
|--------|----------|---------------------------------|--------------------|---------------------|
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Free SIPOC template — [5xwhys.com/articles/rca/sipoc/](https://5xwhys.com/articles/rca/sipoc/) · A SIPOC without agreed START and END boundaries is a picture, not a scope.