1.0 Going to Work Process

Purpose: Document the process an employee uses to go to work

Entry Conditions:
- The current day is a work day
- The alarm clock is ringing
- The employee is actually employed

Exit Conditions:
- The employee has arrived at work
- The employee is ready to conduct business

Input:	Process Steps:	Output:
• Alarm clock or equivalent device	1.1 Turn off the alarm	1.1 Deactivated alarm
• Food for consumption	1.2 Prepare & consume breakfast (optional)	1.2 Breakfast food & used dishes
• Dishes, utensils	1.3 Clean up breakfast dishes (optional)	1.3 Dishes & utensils in appropriate location
• Sink and/or Dishwasher	1.4 Feed the pets (optional)	1.4 Fed pets
• Grooming supplies	1.5 Perform personal grooming & hygiene activities	1.5 Groomed employee
• Clothes	1.6 Get dressed	1.6 Dressed employee
• Means of transportation	1.7 Secure the home	1.7 Home is secured
• Pets	1.8 Travel to work	

Roles and Activities: <identify the activities for each role> Check the page footer for list of step activity definitions.

Step → Role ↓	1.1 1st Step	1.2 2nd Step	1.3 …	1.4 …	1.5 …	1.6 …	1.7 …
Program Manager	N/A	N/A	N/A	N/A	Monitor	Monitor	**PERFORM**
Systems Engineer	Participate	Participate	Participate	Participate	Participate	Participate	Participate
Hardware Engineer	Participate	Participate	Provide Input	Provide Input	Participate	Participate	Participate
Inter-disciplinary team	**PERFORM**	**PERFORM**	**PERFORM**	**PERFORM**	Participate	Participate	Participate
Test Manager	Participate	Participate	Participate	Participate	Participate	Participate	Participate
Configuration Manager	Participate	Participate	Participate	Participate	Participate	Participate	Participate
Configuration Control Board	N/A	Monitor	Monitor	Monitor	Monitor	Monitor	Monitor
Quality Assurance Specialist	Participate	Participate	Participate	Participate	**PERFORM**	**PERFORM**	Participate
Development Lead	N/A	Participate	Participate	Participate	Participate	Participate	Participate
Systems Engineering Process Group	**REVIEW**	Monitor	Monitor	Monitor	Monitor	Monitor	Monitor
Senior Management	**APPROVE**	**APPROVE**	Monitor	Monitor	Monitor	Monitor	**REVIEW**

Note: Key functions are shown in **BOLD**.

The activities are defined as:

ACTIVITY	DEFINITION	ACTIVITY	DEFINITION	ACTIVITY	DEFINITION
APPROVE	*Approval authority*	PARTICIPATE	*Active involvement*	REVIEW	*Review for comment*
MONITOR	*Oversight of step or step accomplishment*	PERFORM	*Responsible for step accomplishment*		
N/A	*Not Applicable*	RECORD	*Record in minutes/action item log*		

Methods and Tools: (machines, tools, methods, forms, worksheets, checklists, etc.)
<List the methods and tools required to perform this process.> Examples:
- Software Engineering Environment (SEE), including office automation tools (e.g., Microsoft Word, Excel, Project, Power Point)

Measurements[1]: (process metrics — that is, measurements of process effectiveness)[2]
<List the desired list of metrics to track for this process> Examples:
- Effort expended on quality activities
- Number of discrepancies discovered

Reviews: (peer or management reviews that are required)
<List the desired list of reviews which are required for this process> Examples:
- Senior management reviews
- Project management reviews
- QA product audits
- QA process reviews

Training: (also, any orientation, mentoring, coaching)
<List all the training needed to perform this process>
- TBD

References: (standards, policies, procedures, etc.)
<List all the references used to perform this process>
- TBD

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[1] Some of these measurements are product measurements and must be combined with other information to obtain a process measurement.
[2] This is a list of possible measurements.