# 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:
- Alarm clock or equivalent device
- Food for consumption
- Dishes, utensils
- Sink and/or Dishwasher
- Grooming supplies
- Clothes
- Means of transportation
- Pets

### Process Steps:
- **1.1** Turn off the alarm
- **1.2** Prepare & consume breakfast (optional)
- **1.3** Clean up breakfast dishes (optional)
- **1.4** Feed the pets (optional)
- **1.5** Perform personal grooming & hygiene activities
- **1.6** Get dressed
- **1.7** Secure the home
- **1.8** Travel to work

### Output:
- **1.1** Deactivated alarm
- **1.2** Breakfast food & used dishes
- **1.3** Dishes & utensils in appropriate location
- **1.4** Fed pets
- **1.5** Groomed employee
- **1.6** Dressed employee
- **1.7** Home is secured
Roles and Activities: <identify the activities for each role> Check the page footer for list of step activity definitions.

<table>
<thead>
<tr>
<th>Step</th>
<th>1.1 1st Step</th>
<th>1.2 2nd Step</th>
<th>1.3 ...</th>
<th>1.4 ...</th>
<th>1.5 ...</th>
<th>1.6 ...</th>
<th>1.7 ...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Role →</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Program Manager</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Monitor</td>
<td>Monitor</td>
<td>PERFORM</td>
</tr>
<tr>
<td>Systems Engineer</td>
<td>Participate</td>
<td>Participate</td>
<td>Participate</td>
<td>Participate</td>
<td>Participate</td>
<td>Participate</td>
<td>Participate</td>
</tr>
<tr>
<td>Hardware Engineer</td>
<td>Participate</td>
<td>Participate</td>
<td>Provide Input</td>
<td>Provide Input</td>
<td>Participate</td>
<td>Participate</td>
<td>Participate</td>
</tr>
<tr>
<td>Inter-disciplinary team</td>
<td>PERFORM</td>
<td>PERFORM</td>
<td>PERFORM</td>
<td>PERFORM</td>
<td>Participate</td>
<td>Participate</td>
<td>Participate</td>
</tr>
<tr>
<td>Test Manager</td>
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<td>Participate</td>
<td>Participate</td>
<td>Participate</td>
<td>Participate</td>
<td>Participate</td>
</tr>
<tr>
<td>Configuration Manager</td>
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<td>Participate</td>
<td>Participate</td>
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</tr>
<tr>
<td>Configuration Control Board</td>
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<td>Monitor</td>
<td>Monitor</td>
<td>Monitor</td>
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<tr>
<td>Quality Assurance Specialist</td>
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<td>Participate</td>
<td>Participate</td>
<td>Participate</td>
<td>PERFORM</td>
<td>PERFORM</td>
</tr>
<tr>
<td>Development Lead</td>
<td>N/A</td>
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<td>Participate</td>
<td>Participate</td>
<td>Participate</td>
<td>Participate</td>
</tr>
<tr>
<td>Senior Management</td>
<td>APPROVE</td>
<td>APPROVE</td>
<td>Monitor</td>
<td>Monitor</td>
<td>Monitor</td>
<td>Monitor</td>
<td>REVIEW</td>
</tr>
</tbody>
</table>

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

The activities are defined as:

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>DEFINITION</th>
<th>ACTIVITY</th>
<th>DEFINITION</th>
<th>ACTIVITY</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPROVE</td>
<td>Approval authority</td>
<td>PARTICIPATE</td>
<td>Active involvement</td>
<td>REVIEW</td>
<td>Review for comment</td>
</tr>
<tr>
<td>MONITOR</td>
<td>Oversight of step or step accomplishment</td>
<td>PERFORM</td>
<td>Responsible for step accomplishment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>N/A</td>
<td>Not Applicable</td>
<td>RECORD</td>
<td>Record in minutes/action item log</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.