Sample Current State Metrics-Based Process Map

PT Units	Process Details		Mapping Team		
○ Seconds ○ Hours	**Process Name** Invoicing		Dianne Marie	Sean Micheals	
⦿ Minutes ○ Days	**Specific Conditions** Non-standard service work		Ryan Austin	Michael Prichard	
LT Units	**Occurrences per Year** 1250		John O'Shea		
○ Seconds ⦿ Hours	**Hours Worked per Day** 8		Allen Ward		**Facilitator**
○ Minutes ○ Days	**Date Mapped** 15-Aug-07		Maria Eleanor		Marlene Diosdado

Notes & Visuals ▶

Step # ▶	1				2				3				4				5		
Function / Department	Activity	PT	LT	%C&A	Activity	PT	LT	%C&A	Activity	PT	LT	%C&A	Activity	PT	LT	%C&A	Activity	PT	LT
1 Invoice Processor	Receive invoice, input vendor and job information in Excel file	5	0.1	75%	Email invoice to eProcurement specialist and field supervisor	5	4	90%					Receive electronic approval	5	24	100%			
2 eProcurement Specialist													Receive invoice, input vendor and work information into ERP. Initiate creation of catalog.	15	16	50%	Email "catalog request approval" to commodity manager	5	0.1
3 Field Supervisor									Approve invoice via email, forward to invoice processor & e-procurement	5	4	99%							
4 Commodity Manager																			
Critical Path PT		5				5				5				15				5	
Critical Path LT			0.1				4				4				16				0.1
Rolled %C&A				75%				90%				99%				50%			
Total PT		5				5				5				20				5	

MBPM 2.0 (2007)

PT Units

- ( ) Seconds ( ) Hours
- (●) Minutes ( ) Days

LT Units

- ( ) Seconds (●) Hours
- ( ) Minutes ( ) Days

Notes & Visuals ▶

Function / Department	%C&A	Activity (6)	PT	LT	%C&A	Activity (7)	PT	LT	%C&A	Activity (8)	PT	LT	%C&A	Activity (9)	PT	LT	%C&A
1 Invoice Processor										Update vendor catalog with appropriate rates	10	4	95%	Enter invoice in ERP and process	10	0.2	99%
2 eProcurement Specialist	99%					Complete catalog setup	10	8	80%								
3 Field Supervisor																	
4 Commodity Manager		Approve catalog in ERP	5	2	99%												
Critical Path PT			5				10				10				10		
Critical Path LT				2				8				4				0.2	
Rolled %C&A	99%				99%				80%				95%				99%
Total PT			5				10				10				10		