

Process Mapping Overview of Leave Application Process Demo



Company Name Samuthána Consultancoaching LLP

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Process Data

Step Number Description	Preferred Workplace	Turn-Around-Time or Lead Time (hr)	Touch Time (min)	% Queries	Clarification Time (day)
1010: Apply Leave	Fixed	1.00	1.00	0.00	0.00
1015: Update Notes	Virtual	0.01	0.10	0.00	0.00
1020: Approve Leave	Mobile	1.00	1.00	5.00	10.00

Process Roles

Step Number Description	Responsible Role - Driver Role	Approval Role- "Buck Stops Here"	Collaborating Roles(s) - Active Role	Support Role(s) - Passive Role	Information Recipient(s) - "Heads-up"
1010: Apply Leave	Leave Applicant (Any Function)	Leave Approver (Any Function)	Not Applicable	Not Applicable	Not Applicable
1015: Update Notes	Leave Application (Digital Application (AI))	Leave Application (Digital Application (AI))	Not Applicable	Not Applicable	Not Applicable
1020: Approve Leave	Leave Approver (Any Function)	Leave Approver (Any Function)	Not Applicable	Not Applicable	Not Applicable

Potential Kaizen

Expectation/Challenge/Strategy/Opportunity	ECSO Title	ECSO Description
Opportunity	Digitalisation	Convert the current manual process to a digital one for making the life easier

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