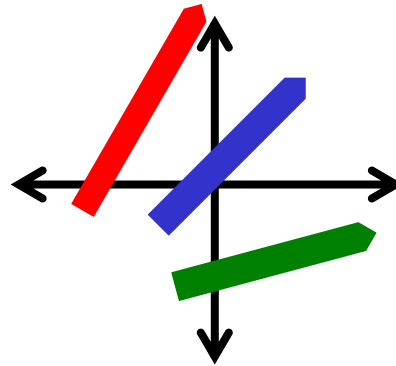


# Continuous Improvement Toolkit

## Kano Analysis



## Managing Risk

PDPC  
FMEA RAID Logs  
Fault Tree Analysis  
Risk Assessment\*  
Traffic Light Assessment

## Deciding & Selecting

Pros and Cons  
Break-even Analysis  
Force Field Analysis  
Decision Tree  
QFD  
Matrix Diagram  
Kano Analysis  
Prioritization Matrix  
Paired Comparison  
Cause & Effect Matrix  
Pareto Analysis

## Planning & Project Management\*

Importance-Urgency Mapping  
RACI Matrix  
Stakeholders Analysis  
PEST  
PERT/CPM  
Activity Diagram  
Roadmaps  
Project Charter  
Gantt Chart  
PDCA  
Control Planning  
Gap Analysis  
Hoshin Kanri  
Kaizen  
How-How Diagram  
Tree Diagram\*\*  
Standard work

## Understanding Performance

Lean Measures  
KPIs  
OEE  
Capability Indices  
MSA  
RTY  
Descriptive Statistics  
Cost of Quality  
Probability Distributions  
ANOVA  
Reliability Analysis  
Graphical Analysis  
Hypothesis Testing  
Run Charts  
Scatter Plot  
Correlation  
Control Charts  
5 Whys  
Chi-Square Test  
Benchmarking  
Sampling  
Fishbone Diagram

## Understanding Cause & Effect

Simulation  
TPM  
Mistake Proofing  
Pull Systems  
JIT  
Ergonomics  
Work Balancing  
Automation  
Regression  
Bottleneck Analysis  
Visual Management  
Multi-Vari Charts  
Flow  
Value Analysis  
Relations Mapping\*  
Wastes Analysis  
SMED

## Identifying & Implementing Solutions\*\*\*

Standard work  
Mistake Proofing  
Pull Systems  
JIT  
Ergonomics  
Work Balancing  
Automation  
Bottleneck Analysis  
Visual Management  
Flow  
Value Analysis  
Relations Mapping\*  
Wastes Analysis  
SMED

## Data Collection

Focus groups  
Interviews  
Photography  
Check Sheets  
Measles Charts  
Surveys  
Critical Incident Technique  
Observations

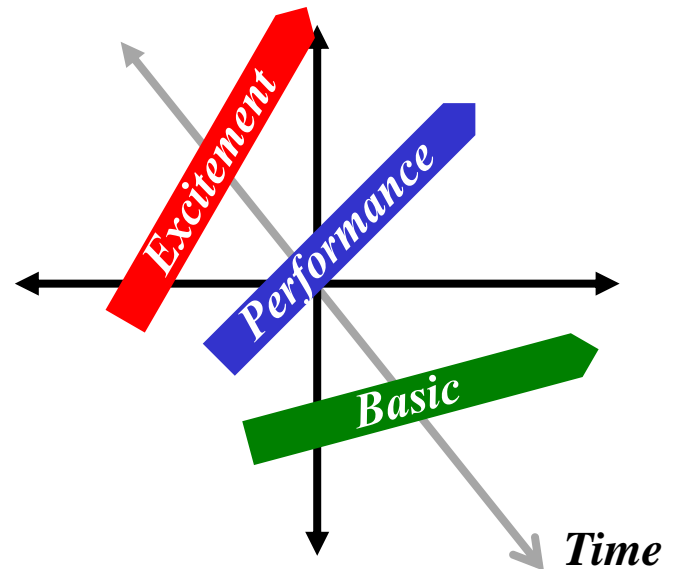
Brainstorming  
Analogy  
SCAMPER\*\*\*  
Nominal Group Technique  
Mind Mapping\*  
Affinity Diagram  
Attribute Analysis  
Lateral Thinking  
Visioning  
Creating Ideas\*\*

## Designing & Analyzing Processes

Time Value Map  
Process Redesign  
IDEF0  
Value Stream Mapping  
SIPOC  
Flow Process Chart  
Process Mapping  
Flowcharting  
Service Blueprints

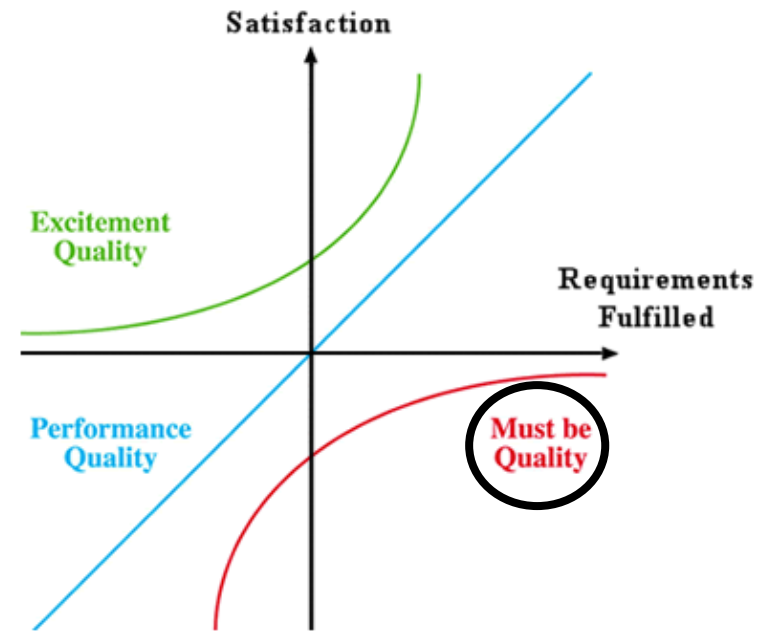
## - Kano Analysis

- ❑ Translates VOC information into actionable opportunities for improvement.
- ❑ Prioritizes customer requirements based on their impact to customer satisfaction.
- ❑ **Three types of Quality:**
  - ❑ Basic Quality – The **“Must Be”** factors.
  - ❑ Performance Quality – The **“Satisfiers”** factors.
  - ❑ Excitement Quality - The surprise and delight factors.



## - Kano Analysis

- ❑ There is an 'expected' quality that customers take for granted.
- ❑ This is the minimum functionality.
- ❑ It will not satisfy the customers.
- ❑ Represents a reasonable level of quality.
- ❑ **Examples:**
  - Timely and responsive customer service.
  - Free of defects product.



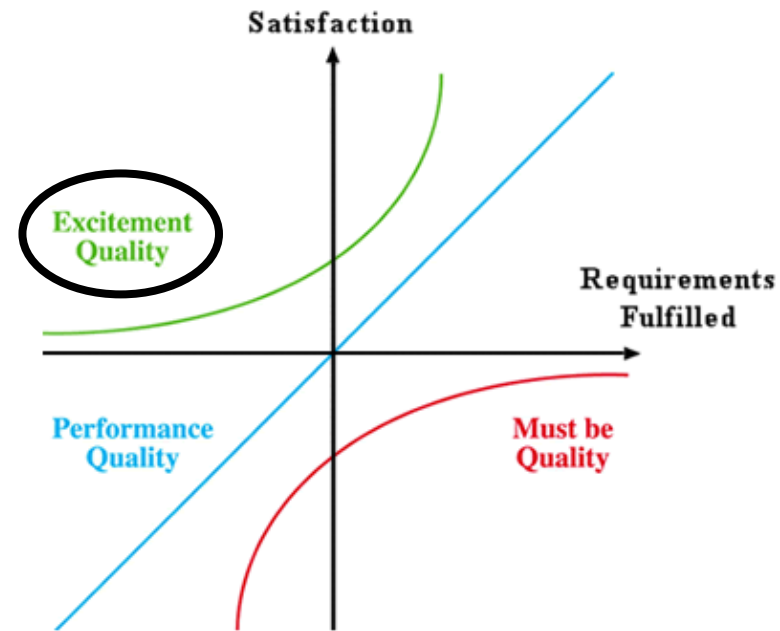
## - Kano Analysis

- This need is more about meeting customer satisfaction.
- More is better.
- Satisfiers are not absolutely necessary.
- A more efficient service, for instance, is appreciated.
- **Example:** Speed of answering a phone and in receiving the service are parts of this category.



## - Kano Analysis

- Organizations should aim for Exciting Quality.
- Giving customers more than they expected.
- These are features that distinguish your service or product.
- Often provided to the customers for no extra money.
- **Example:** If you book into a hotel and unexpectedly find a box of chocolates waiting for you that is Exciting Quality.



# - Kano Analysis

## Approach:

- Get customers to do the classification where possible.
- Brainstorm all of the possible features and attributes of the product or service.
- Brainstorm everything you can do to please your customers.
- Classify all items as "Threshold", "Performance", "Excitement" and "Not Relevant".
- Cut out attributes that are "Not Relevant".
- Select the appropriate Performance Attributes while still maintaining a good profit margin.
- Think how you can build some of the Excitement Attributes into the product or service.

