## Continuous Improvement Toolkit

## **Mind Mapping**



#### The Continuous Improvement Map

Managing	Selecting & Decision Making Planning & Project Management*
Risk PDPC	Break-even Analysis Importance Urgency Matrix Daily Planning PERT/CPM
FMEA RAID Log*	Quality Function Deployment Cost Benefit Analysis MOST RACI Matrix Activity Networks
Risk Analysis*	Payoff Matrix Delphi Method TPN Analysis SWOT Analysis Stakeholder Analysis
Fault Tree Analysis	ecision Tree Pick Chart Voting Four Field Matrix Project Charter Improvement Roadmaps
Traffic Light Assessment	t Critical-to X Force Field Analysis Portfolio Matrix PDCA Policy Deployment Gantt Charts
Lean Measures OEE	Kano Decision Balance Sheet Paired Comparison DMAIC Kaizen Events Control Planning
Process Yield	ost of Quality* Pugh Matrix Prioritization Matrix A3 Thinking Standard Work Document control
Project Capability Indices Desc Gap Analysis*	t KPIs KPIs Pareto Analysis Matrix Diagram criptive Statistics Chi-Square Nonparametric Cause & Effect TPM Automation Solutions***
Bottleneck Analysis His Reliability	Probability Distributions Hypothesis ANOVA DOE Mistake Proofing Health & Safety tograms Normal Distribution Multivariate Multi-vari Studies Simulation Just in Time 5S
Understanding Performance**	raphical MethodsScatter PlotsCorrelationRegressionQuick ChangeoverVisual ManagementRun Charts5WhysRoot Cause AnalysisData MiningProduct Family MatrixFlowPullontrol ChartsFishbone DiagramsRelations MappingSIPOC*Spaghetti**Process Redesign
Benchmarking	
Data collection planner* Check Sheets** Interview	Brainstorming SCAMPER*** Attribute Analysis Value Analysis** Process Mapping
Questionnaires Focus	s Groups Affinity Diagrams Morphological Analysis Flow Process Charts** Time Value Map**
	vations Mind Mapping* Lateral Thinking Flowcharting IDEF0 Service Blueprints
Collection Sug	ggestion Systems Five Ws Group Creativity Designing & Analyzing Processes

## Visually organizing ideas, thoughts and information



## Around a single topic or problem

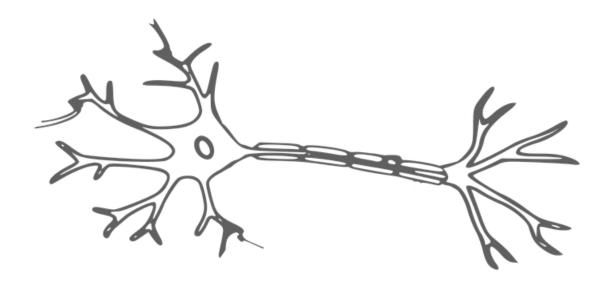
### A nonlinear approach

A collection of ideas, words, drawings, etc.

Represented hierarchically

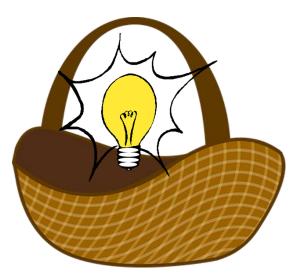


## Reflects the way human beings think and organize information



### Ideas can be created through brainstorming sessions

### Ideas are then consolidated into a single map



# Has many **applications** in personal, professional and educational situations



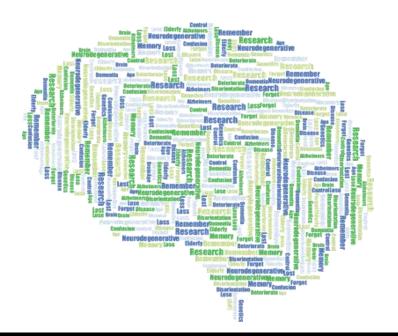
Uses . . .

### To sort out the **new ideas** when brainstorming



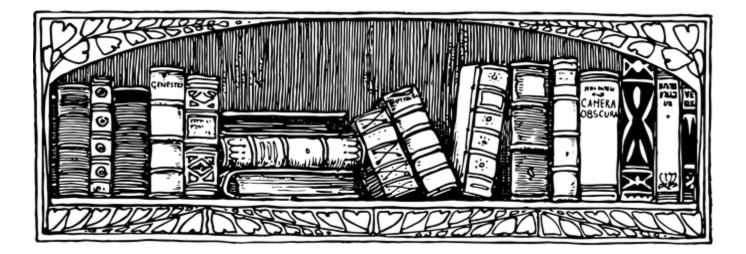


### To sort out **complex** situations



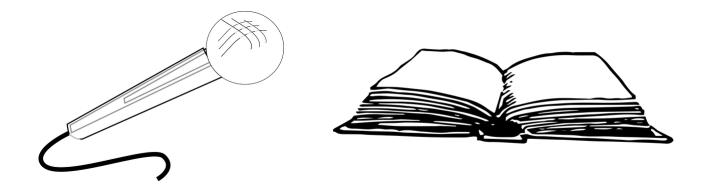


### To **consolidate** information from different sources





## To support interviewing and studying



Provides an alternative way to ordinary note-taking

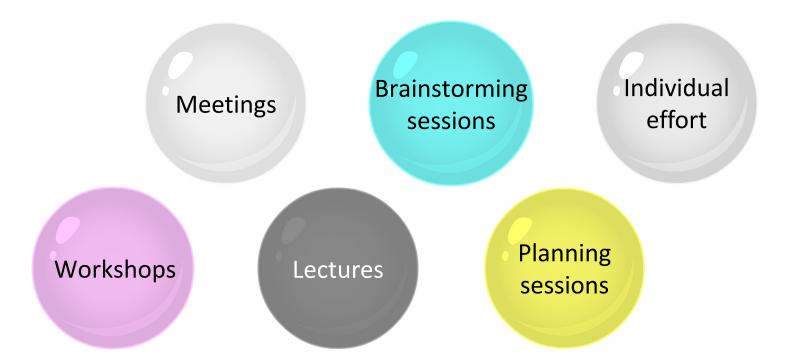


## Used in **decision making** and planning activities

To creatively generate and organize alternatives for making decisions



## Where it is Used?



Can be used as a presentation tool to present ideas and information

## Benefits

Helps understanding the **structure** of any concept

Makes it easy to see how pieces of information fit together

Makes it easier to structure, classify, summarize and recall



## Benefits

Offers new **insights** into new possibilities and creative solutions to improve existing processes and practices



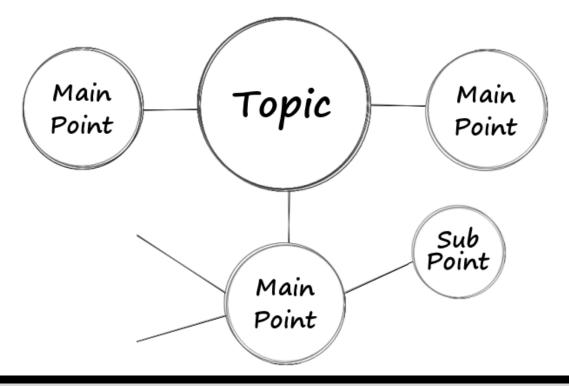
## Benefits

# Provides **focus** and clarity as only few words and phrases need to be written down



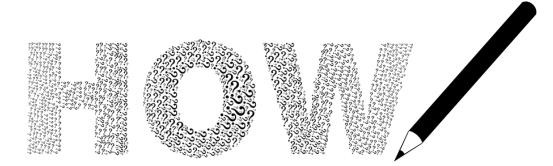
## **Basic Structure**

The ideas and thoughts are organized in the form of a **diagram** 



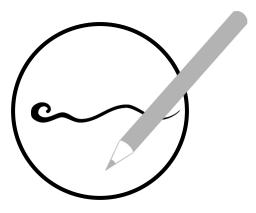
## How to Construct a Mind Map

# With your team, present the **topic** or **problem** to be explored



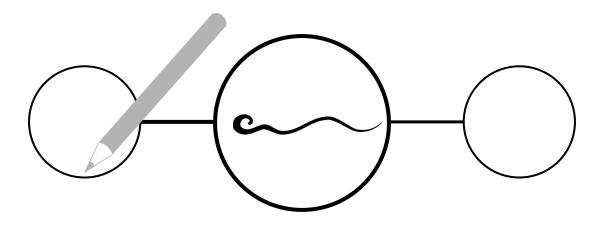
## How to Construct a Mind Map

## Draw a **circle** in the middle of a paper then write in it the topic or problem



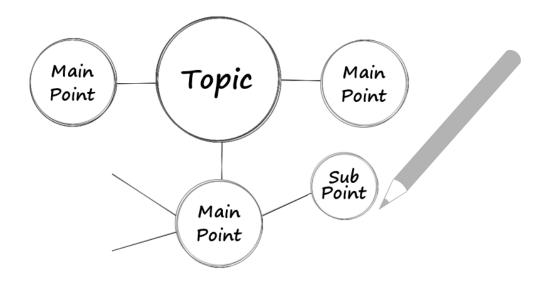
## How to Construct a Mind Map

# Draw lines out from the circle to initiate the **main points**



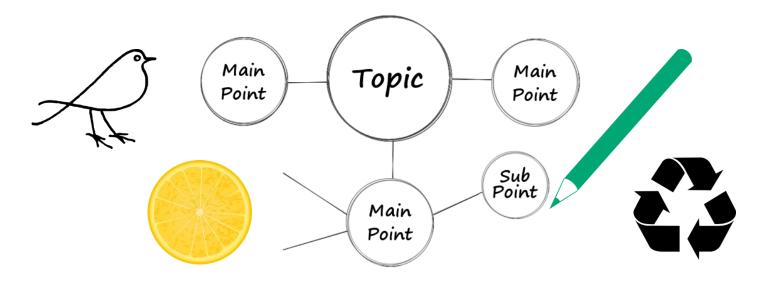
## How to Construct a Mind Map

# Brainstorm and **add information** to the main points by creating more branches



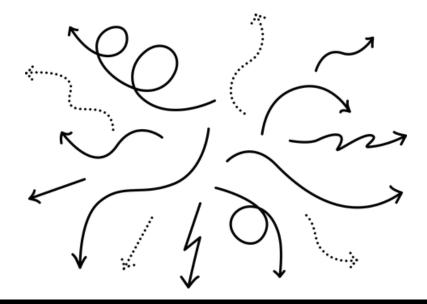
## How to Construct a Mind Map

Use colors and add images, icons, symbols and shapes



## How to Construct a Mind Map

### Show associations by connecting the related items



## How to Construct a Mind Map

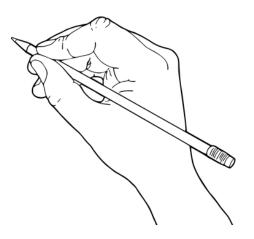
Provide the opportunity to **add** to the mind map later on as you come across new information



Often drawn by hand

A higher quality version could be drawn later when there is more time available

There are many **software applications** and **online services** that allow the creation of mind maps



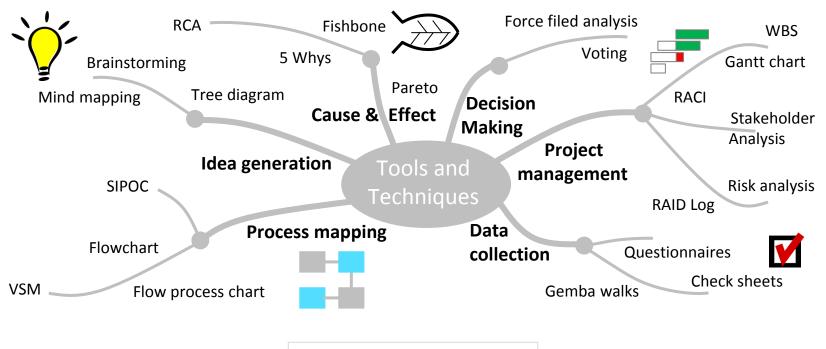
## **Software Applications and Online Services**

The process of drawing a mind map can be an **overwhelming** task

This is where applications and online services can offer the flexibility that a piece of paper can't

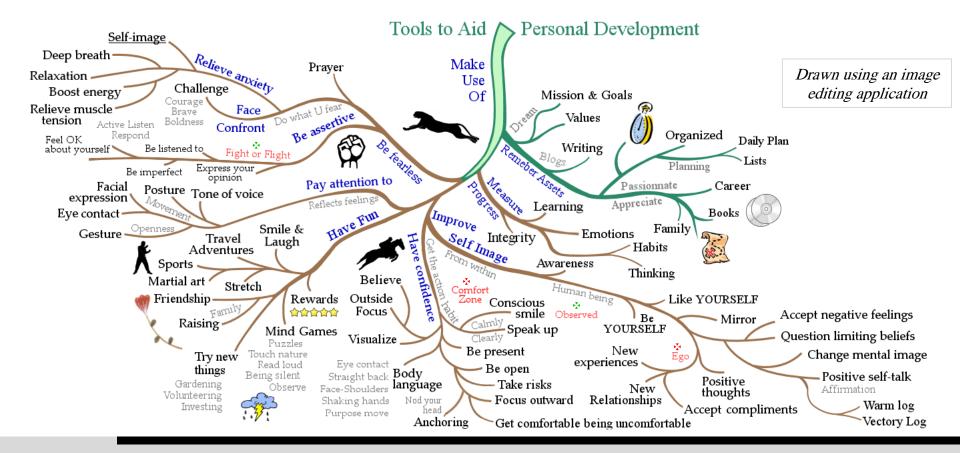


## **Example –** Continuous Improvement Tools and Techniques

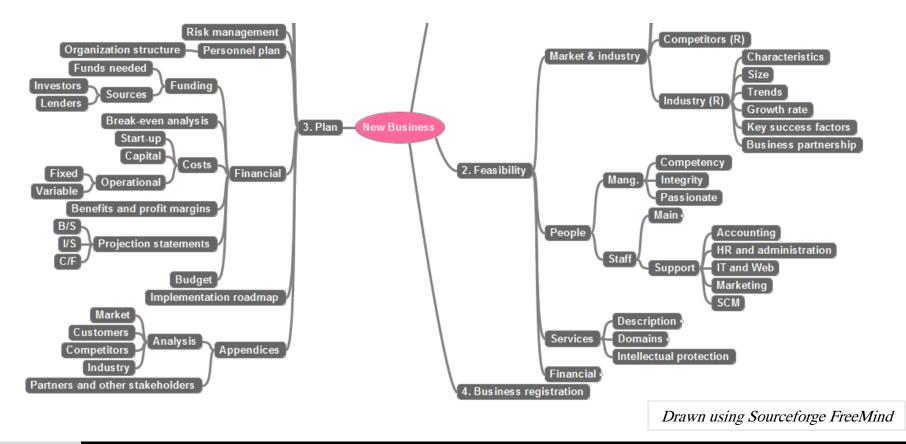


Drawn using Microsoft PowerPoint

## **Example –** A Mind Map to Remember Personal Development Tools



## **Example –** Drawn Using a Software Application



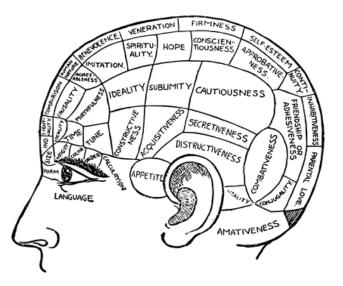
## **Further Information**

Using of **single** words and simple phrases will ensure that the mind map is more pleasant and easier to read



## **Further Information**

A research has suggested that mind mapping can improve learning and **studying** efficiency over conventional note-taking methods <sup>[1]</sup>



[1]: The efficacy of the mind map study technique by Paul Farrand, Fearzana Hussain and Enid Hennessy (May 2002).

## **Further Information**

Images, shapes and symbols can help you **remember**, recall and retrieve information more easily

You need to be **persistent** and patient in working with and mastering mind maps

