Continuous Improvement Toolkit

Mind Mapping

Managing Risk

PDPC

FMEA RAID Logs

Fault Tree Analysis

Risk Assessment* Decision Tree

Traffic Light Assessment

Deciding & Selecting

Pros and Cons

Importance-Urgency Mapping

Break-even Analysis

Cost -Benefit Analysis

Force Field Analysis

Voting SWOT

Pugh Matrix

QFD Matrix Diagram TPN Analysis

Kano Analysis Prioritization Matrix

Critical-to Tree Paired Comparison

Planning & Project Management*

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

Reliability Analysis Graphical Analysis

Run Charts

Control Charts

Benchmarking

Sampling

Cause & Effect Matrix Pareto Analysis

Understanding Cause & Effect

Confidence Intervals

Probability Distributions ANOVA

Hypothesis Testing Design of Experiments

Scatter Plot Correlation Regression

5 Whys Chi-Square Test Multi-Vari Charts

Relations Mapping*

Fishbone Diagram

Simulation TPM

Mistake Proofing

Identifying & Implementing Solutions***

Pull Systems JIT Ergonomics

Work Balancing Automation

Bottleneck Analysis Visual Management

Flow 5S

Value Analysis

Wastes Analysis SMED

Time Value Map Process Redesign

Data Collection

Focus groups

Interviews

Photography

Check Sheets

Measles Charts Surveys

Critical Incident Technique

Observations

Brainstorming Analogy SCAMPER***

TRIZ***

Nominal Group Technique Mind Mapping* IDEF0

Affinity Diagram Attribute Analysis

Lateral Thinking Visioning Flowcharting

Creating Ideas**

Value Stream Mapping SIPOC

Flow Process Chart Process Mapping

Service Blueprints

Designing & Analyzing Processes

Continuous Improvement Toolkit . www.citoolkit.com

- Mind Mapping

❑ Writing down a central concept and thinking up new and related ideas.

❑ Used in individual thinking or in Brainstorming sessions.

❑ Can be drawn by hand.

❑ Help remember and relate individual items.

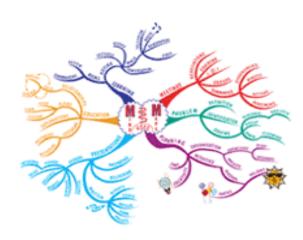❑ Problems and issues could be expressed using text, images, symbols, shapes, doodles and different colors.

- Mind Mapping

When to Use It?

❑ To visually organize information.

❑ To generate, visualize, structure, and classify ideas.

❑ As an aid to studying, writing, summarizing.

❑ Sorting out a complicated idea.

❑ Help in problem solving and decision making.

- Mind Mapping

Approach:

❑ Start in the center with a concept or problem.

❑ Select key words for new ideas and write them out from the center.

❑ Connect related items with lines and arrows.

❑ Add images, symbols, shapes, doodles.

❑ Use emphasis and numerical order.

❑ Show associations.

❑ Provide an opportunity to add to it later on.