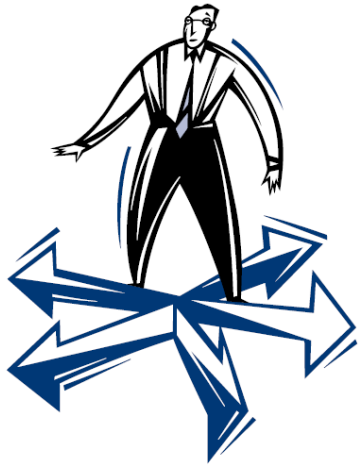
Continuous Improvement Toolkit

Prioritization Matrix


Managing Risk
PDPC
FMEA
RAID Logs
Fault Tree Analysis
Risk Assessment*
Traffic Light Assessment
Deciding & Selecting
Pros and Cons
Importance-Urgency Mapping
Break-even Analysis
Cost -Benefit Analysis
Force Field Analysis
Voting
Pugh Matrix
Decision Tree
TPN Analysis
QFD
Matrix Diagram
Prioritization Matrix
Kano Analysis
Critical-to Tree
Paired Comparison
Planning & Project Management*
RACI Matrix
Stakeholders Analysis
PEST
PERT/CPM
Activity Diagram
SWOT
Roadmaps
Project Charter
Gantt Chart
PDCA
Control Planning
Gap Analysis
Hoshin Kanri
Kaizen
How-How Diagram
Tree Diagram**
Standard work
Lean Measures
KPIs
OEE
Capability Indices
MSA
RTY
Descriptive Statistics
Cost of Quality
Reliability Analysis
Graphical Analysis
Cause & Effect Matrix
Pareto Analysis
Confidence Intervals
Understanding Cause & Effect
Probability Distributions
ANOVA
Hypothesis Testing
Design of Experiments
Scatter Plot
Correlation
Regression
5 Whys
Chi-Square Test
Multi-Vari Charts
Relations Mapping*
Identifying & Implementing Solutions***
Simulation
TPM
Mistake Proofing
Pull Systems
JIT
Ergonomics
Work Balancing
Automation
Bottleneck Analysis
Visual Management
Flow
Value Analysis
5S
Understanding Performance
Run Charts
Control Charts
Benchmarking
Sampling
Fishbone Diagram
TRIZ***
Brainstorming
Analogy
SCAMPER***
Nominal Group Technique
Mind Mapping*
Affinity Diagram
Attribute Analysis
Lateral Thinking
Visioning
Creating Ideas**
Wastes Analysis
SMED
Time Value Map
Process Redesign
IDEF0
Value Stream Mapping
SIPOC
Flow Process Chart
Process Mapping
Flowcharting
Service Blueprints
Designing & Analyzing Processes
Data Collection
Focus groups
Interviews
Photography
Check Sheets
Measles Charts
Surveys
Critical Incident Technique
Observations

- Prioritization Matrix

- Provides a way of sorting a diverse set of items.
- Each item is scored against each of a set of key criteria.
- The scores for each item are then summed.
- Weight can be allocated per criteria.
- Used instead of simple Voting when extra effort is required to find a more confident selection.

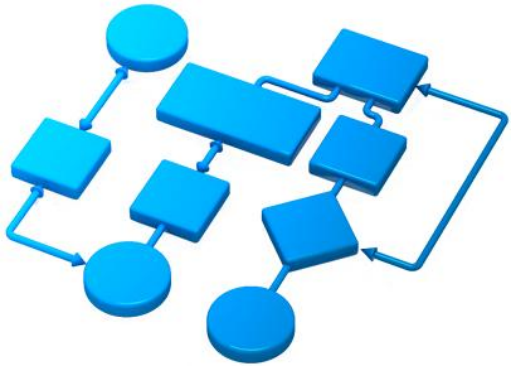


- Prioritization Matrix

- Used to sort a list of items into an order of importance.
- Used to help select items to be actioned from a larger list of possible items.
- Helps to gain agreement on priorities and key issues.

- Prioritization Matrix

Approach:

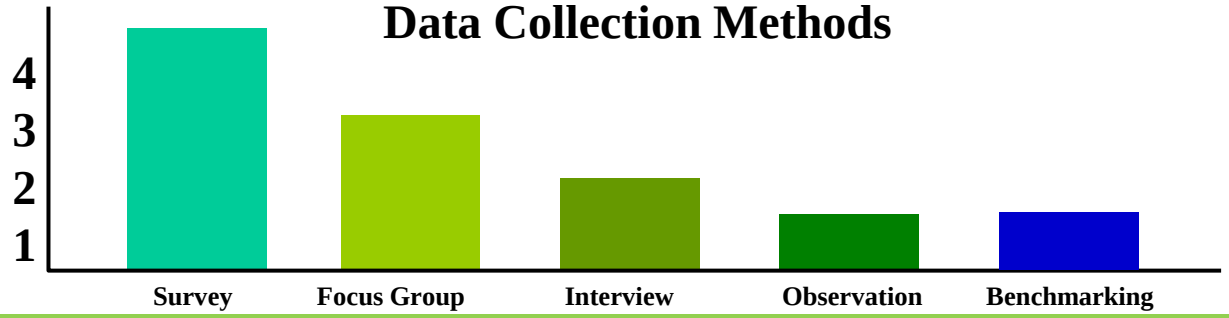


- Identify the objective of using the prioritization.
- Produce the list of items to be prioritized.
- Identify a list of criteria to judge how well each item serves the objective.
- Allocate a weight to each criterion to show relative importance.
- Allow each member to score each item against each criterion.
- Average scores, and add up all of the weighted scores.
- Sort the prioritized items to be made clearer for communication and decision making.

- Prioritization Matrix

Example – Select the Most Efficient Data Collection Method:

Data Collection Method	Cost effective	Response time	Quantity	Anonymity	Total	Rank
Weight	0.4	0.2	0.3	0.2		
Survey	5	2	5	1	4.1	***1***
Interview	1	4	5	0	2.7	***3***
Observation	3	3	1	1	2.3	***4***
Focus Group	3	5	5	1	3.9	***2***
Benchmarking	1	1	5	1	2.3	***4***



- Prioritization Matrix

Example – Prioritize the Following Projects:

Project Title	Cost $	Saving $ X 2	Probability of success	Time to complete
Energy reduction	$36,000	$43,000	2	12
Spoilage reduction	$30,000	$120,000	4	12
Reduce strap width	$7,000	$11,000	3	3
Stretch wrapping usage	$7,000	$4,000	5	5
Over varnish usage	$20,000	$66,000	1	8

Project Title	Cost $	Saving $ X 2	Probability of success	Time to complete	**Total**	**Rank**
Energy reduction	1	3X2= 6	2	2	11	**5**
Spoilage reduction	2	5X2 = 10	4	2	18	**1**
Reduce strap width	5	2X2 = 4	3	5	17	**2**
Stretch wrapping usage	5	1X2 = 2	5	4	16	**3**
Over varnish usage	3	4X2 = 8	1	3	15	**4**