# Continuous Improvement Toolkit

**Pros and Cons** 

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

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#### - Pros and Cons

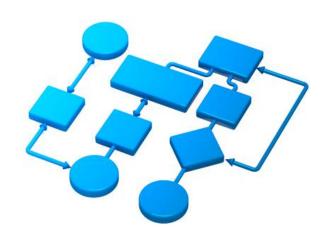
- A tool used to reach to a decision quickly.
- □ Used for weighing the pros, cons, and implications of a decision.
- Encourages everyone to consider other perspectives.
- □ Uncovers issues that you might not ordinarily have considered.
- ☐ You'll need to use other techniques if you need to explore some options in greater depth.



#### - Pros and Cons

#### Approach:

- □ Draw a table with three columns, headed: "Plus" "Minus" and "Interesting".
- □ Within the table, write down:
  - All of the possible benefits of taking a particular decision or action.
  - All of the negative effects.
  - All of the interesting implications and possible results.
- □ Allocate points to each of the contributions (*optional*).
- □ The total score will help you decide whether it's worth going ahead with the decision.



#### - Pros and Cons

## **Example – Consideration of a Job Promotion Offer**

Plus	Minus	Interesting
New experience (+)	Relocate ()	Traffic (-)
Higher income (++)	Stress (-)	Living in a new area
Meet new people (+)	Uncertainty (-)	Networking (+)
Exposure (+)	New schools (-)	Pollution (-)
(5)	(-6)	<b>(-1)</b>
(-2)		

# **Decision Making Techniques**

- Pros and Cons

### **Example – Update Company Website?**

Plus	Minus	Interesting	
Browser compatibility (2)	New servers (-2)	Ownership?	
Company image (4)	New staff (-3)	Can we just improve?	
Web services (3)	Implementation cost (-4)		
Potential customers (2)			
(11)	<b>(-9)</b>		
(+1)			