Continuous Improvement Toolkit
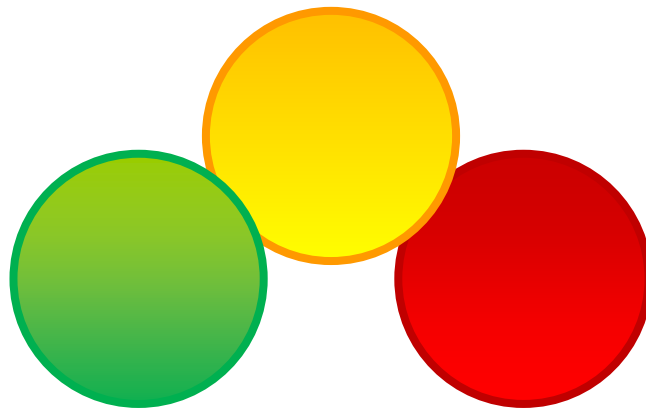
Traffic Light Assessment

Managing Risk

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

Deciding & Selecting

Pros and Cons
Break-even Analysis
Importance-Urgency Mapping
Cost Benefit Analysis
Force Field Analysis
Voting
Pugh Matrix
SWOT
Decision Tree
QFD
Matrix Diagram
TPN Analysis
PDCA
Kano Analysis
Prioritization Matrix
Hoshin Kanri
Critical-to Tree
Paired Comparison
Tree Diagram**

Planning & Project Management*

RACI Matrix
Stakeholder Analysis
PEST
PERT/CPM
Activity Diagram
Roadmaps
Project Charter
Gantt Chart
Control Planning
Gap Analysis
Kaizen
How-How Diagram
Standard work

Understanding Performance

Lean Measures
KPIs
OEE
Capability Indices
MSA
RTY
Descriptive Statistics
Cost of Quality
Probability Distributions
Reliability Analysis
Graphical Analysis
Run Charts
Control Charts
Benchmarking
Sampling

Cause and Effect Matrix
Pareto Analysis

Understanding Cause & Effect

Confidence Intervals
ANOVA
Design of Experiments
Hypothesis Testing
Scatter Plot
Correlation
Regression
5 Whys
Chi-Square Test
Multi-vari Charts
Relationship Mapping*
Fishbone Diagram
TRIZ***

Identifying & Implementing Solutions***

Simulation
TPM
Mistake Proofing
Pull Systems
JIT
Ergonomics
Work Balancing
Automation
Bottleneck Analysis
Visual Management
Flow
5S
Value Analysis
Waste Analysis
SMED

Data Collection

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

Creating Ideas**

Brainstorming
Analogy
SCAMPER***
Nominal Group Technique
Mind Mapping*
Affinity Diagram
Attribute Analysis
Lateral Thinking
Visioning
Flowcharting
IDEF0

Designing & Analyzing Processes

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

Continuous Improvement Toolkit . www.citoolkit.com

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❑ A tool for evaluating the current performance of a process or a project in relation to an objective.

❑ It's an easily understood reporting tool that is prepared for management review and action.

❑ Poor performance can be easily identified and addressed.

❑ The results should then help in the decision making and the selection of corrective actions.
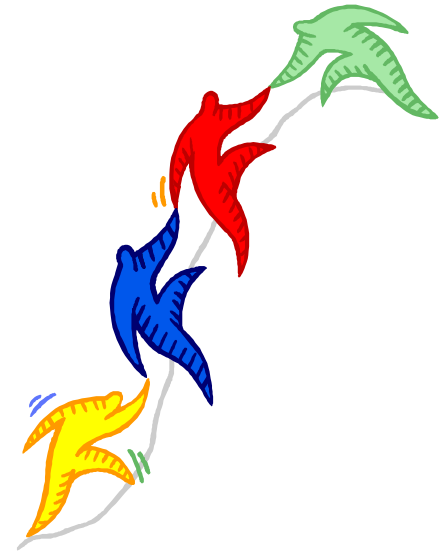
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❑ **Results are expressed in terms of colors, where:**

- **Red** indicates an action to be taken to improve performance.

- **Yellow** indicates that the performance is as expected or on target.

- **Green** indicates a better result than expected.

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Uses:

❑ Presenting performance information (for decision making purposes).

❑ Presenting the status of a material or a product.

❑ Get a picture about what a team think of a particular idea.

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Examples:

❑ Financial reports.

❑ Marketing reports.

❑ Customer satisfaction reports.

❑ Project management reports.

❑ Quality control reports.

❑ Compliance audits.

❑ Progress reports.

❑ Retention planning.

❑ Staff training and development.

❑ Staff performance management.

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Tips:

❑ Team members may assess item where:

- **Green** means fine or good.

- **Yellow** means okay.

- **Red** means not happy or poor idea.

❑ Use **charts** rather than detailed data where relevant.

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Example – Current Training Status and Needs:

#	ID	Name	Job Title	Safety Intro.	Product Defects	SPC	5S	SOP	5S	FMEA		Score
1	3113	**Harvey**	Supervisor	2	2	2	0	4	0	0		10
2	3120	**Sami**	Supervisor	2	4	3	1	3	2	0		15
3	3181	**Omar**	Maintainer	1	1	2	2	4	0	0		10
4	3109	**Mahantesh**	Maintainer	0	1	1	0	3	0	0		5
5	3110	**Shadi**	Inspector	0	2	0	0	2	0	0		4
6	3193	**Peter**	Inspector	1	3	1	0	2	1	0		8
7	3174	**Kumar**	Inspector	1	2	1	1	1	0	0		6
		Training Requirement Score:		5	2	4	6	1	6	7		

4	Trainer level
3	Practical experience
2	Little practical experience
1	Basic awareness
0	Training needed