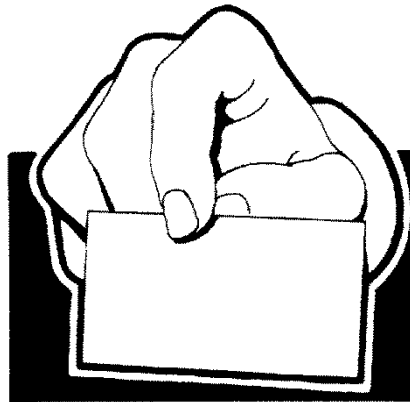


Continuous Improvement Toolkit

Voting



Managing Risk

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

Deciding & Selecting

Pros and Cons
Break-even Analysis
Force Field Analysis
Decision Tree
QFD
Kano Analysis
Critical-to Tree
Pugh Matrix
Matrix Diagram
TPN Analysis
Prioritization Matrix
Paired Comparison
Cause & Effect Matrix
Confidence Intervals
Probability Distributions
ANOVA
Graphical Analysis
Hypothesis Testing
Scatter Plot
Correlation
5 Whys
Chi-Square Test
Fishbone Diagram
Brainstorming
Analogy
Nominal Group Technique
Mind Mapping*
Affinity Diagram
Attribute Analysis
Lateral Thinking
Visioning

Voting

Planning & Project Management*

Importance-Urgency Mapping
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

OEE
Capability Indices
MSA
RTY
Descriptive Statistics
Cost of Quality
Reliability Analysis
Run Charts
Control Charts
Benchmarking
Sampling
Focus groups
Interviews
Photography
Check Sheets
Measles Charts
Surveys
Data
Critical Incident Technique
Observations

Understanding Cause & Effect

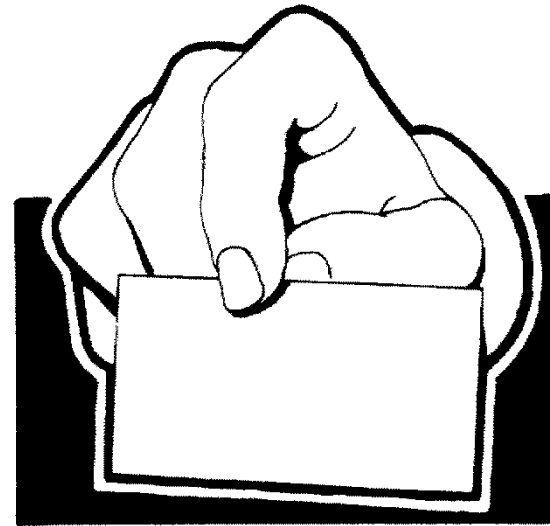
Pareto Analysis
Simulation
TPM
Mistake Proofing
Pull Systems
JIT
Ergonomics
Work Balancing
Automation
Regression
Bottleneck Analysis
Visual Management
Flow
Value Analysis
5S
Relations Mapping*
Wastes Analysis
SMED
Time Value Map
Process Redesign
IDEF0
Value Stream Mapping
SIPOC
Flow Process Chart
Process Mapping
Flowcharting
Service Blueprints

Identifying & Implementing Solutions***

Designing & Analyzing Processes

- Voting

- ❑ A method used by the team to **make decisions**.
- ❑ A common way of reaching a decision peacefully.
- ❑ A common route to a quick solution.
- ❑ Uses the democratic principle.
- ❑ Often follow a discussion, a debate or a disagreement.
- ❑ Used to rank the large number of outcomes following brainstorming activities.



- Voting

When to Use It:

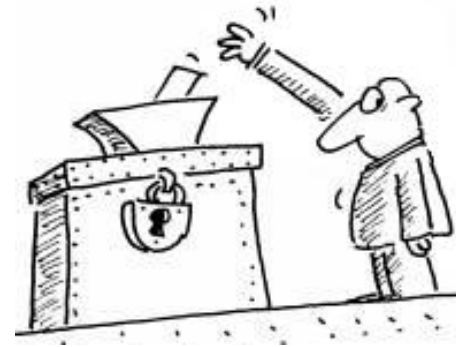
- ❑ When a team must select, prioritize or arrange something.
- ❑ When it is important that the team accept the result as fair.
- ❑ When the opinion of all members is equally valued.
- ❑ When you are in a hurry or want a quick and easy method.
- ❑ To build a sense of consensus in the team.
- ❑ To determine opinions without committing to a final selection.



- Voting

Secret vs. Public Voting:

- ❑ Often public voting can result in individuals being influenced by others.
- ❑ Selection can be driven by the personal power rather than an agreed method.
- ❑ One way of doing the secret voting is to allow members to write the voted-for idea on a paper then hand it to the facilitator.



- Voting

Methods of Voting:

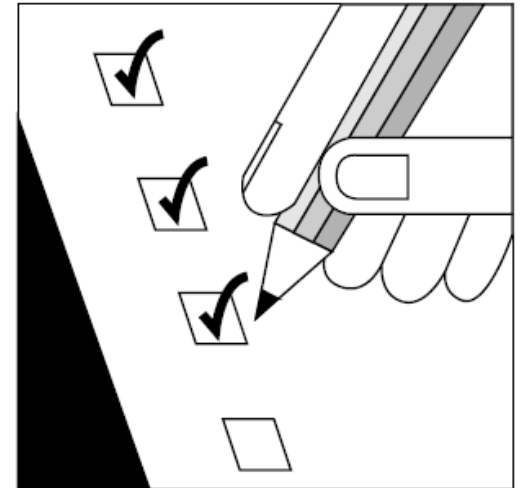
- ❑ Formal submission of written votes.
- ❑ Show of hands.
- ❑ Audience response systems.
- ❑ **Informal noting** which outcome to be preferred by most.



- Voting

Schemes:

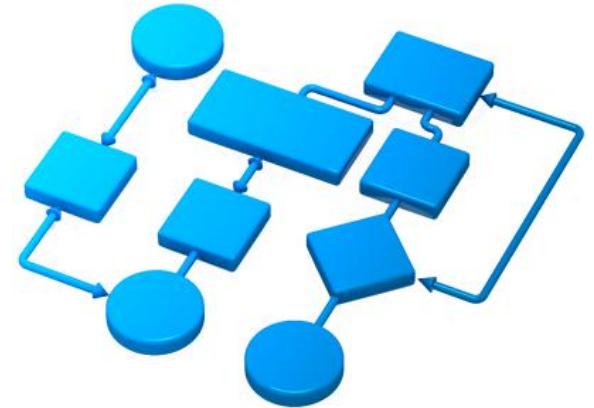
- ❑ One person one vote.
- ❑ Several votes each:
 - Each person has 5 votes.
- ❑ Several weighted votes each:
 - Each person has 3 weighted votes (1st, 2nd & 3rd).



- Voting

Approach:

- ❑ Identify the objective of voting.
- ❑ Decide on the level of privacy.
- ❑ Agree on the method of voting to use.
- ❑ Vote (Total anonymity vs. public voting).
- ❑ Add up the votes.
- ❑ Write (on flipchart) and share totals.
- ❑ Look at the distribution of votes. If the spread is wide then repeat the vote (Multi-voting).
- ❑ Ensure everyone accepts the voting result.



- Voting

- ❑ Reduce the list before voting by combining similar items.
- ❑ When adding up votes, display them in a Pareto Chart.

Idea 1 – XXXXX XXXXX XX
Idea 2 –
Idea 3 – XXX
Idea 4 – XX
Idea 5 – XXXXX XXXX

