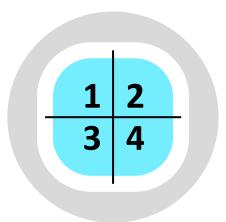
# **Continuous Improvement Toolkit**

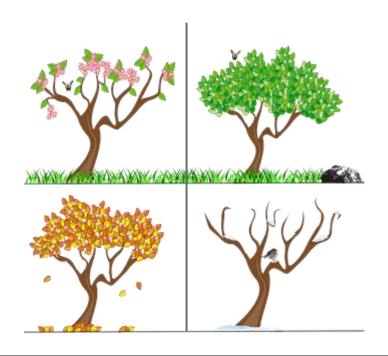
### **Four Field Matrix**



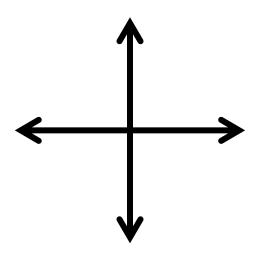
#### **The Continuous Improvement Map**

Selecting & Decision Making Managing Planning & Project Management\* Risk **PDPC** Importance Urgency Matrix Break-even Analysis Daily Planning PERT/CPM **RAID Log\*** Quality Function Deployment Cost Benefit Analysis **FMEA** MOST RACI Matrix **Activity Networks** Payoff Matrix Delphi Method **TPN Analysis** Risk Analysis\* **SWOT Analysis** Stakeholder Analysis Pick Chart Voting Four Field Matrix Decision Tree Fault Tree Analysis **Project Charter** Improvement Roadmaps Force Field Analysis Portfolio Matrix Critical-to X Traffic Light Assessment PDCA Policy Deployment Gantt Charts Kano Decision Balance Sheet Paired Comparison Lean Measures OFF **DMAIC** Kaizen Events Control Planning **Prioritization Matrix Pugh Matrix** Cost of Quality\* Standard Work Document control A3 Thinking **Process Yield** Pareto Analysis Matrix Diagram **Project KPIs KPIs Best Practices Implementing Understanding** Capability Indices Chi-Square Nonparametric **Descriptive Statistics** Solutions\*\*\* TPM Automation Cause & Effect Gap Analysis\* Probability Distributions Hypothesis Mistake Proofing Health & Safety **ANOVA** DOE **Bottleneck Analysis** Multivariate **Histograms** Normal Distribution Just in Time 5S Multi-vari Studies Simulation Reliability MSA Scatter Plots **Graphical Methods** Quick Changeover Visual Management Correlation Regression **Understanding Run Charts** 5 Whys Root Cause Analysis Data Mining Product Family Matrix Flow Pull Performance\*\* SIPOC\* Spaghetti\*\* Process Redesign **Control Charts** Fishbone Diagrams Relations Mapping Benchmarking\*\*\* Waste Analysis\*\* Value Stream Mapping\*\* How-How Diagram\*\*\* Data collection planner\* Sampling Tree Diagram\* SCAMPER\*\*\* Attribute Analysis Value Analysis\*\* **Process Mapping Brainstorming** Check Sheets\*\* Interviews Flow Process Charts\*\* Time Value Map\*\* Affinity Diagrams Morphological Analysis Questionnaires **Focus Groups** Data Mind Mapping\* Lateral Thinking Flowcharting IDEF0 Service Blueprints Observations Collection Group Creativity **Designing & Analyzing Processes** Suggestion Systems Five Ws

An effective model for **planning**, **organizing** and making **decisions** 

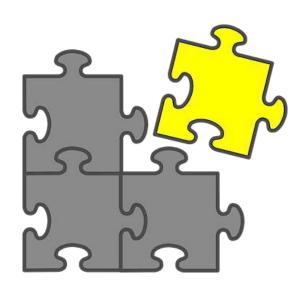


A **two-dimensional** chart that consists of **four equal-sized** quadrants

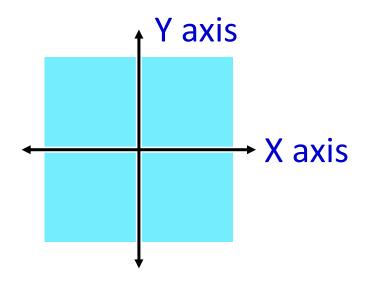


Each describes different aspects of information

Helps organize your ideas and information in a logical manner that makes sense



Complex problems can be broken down into easier to handle groups by considering the **two most important** characteristics (represented on the X and Y axes)



Importance urgency matrix

**SWOT** matrix

Power-interest matrix

Project prioritization matrix

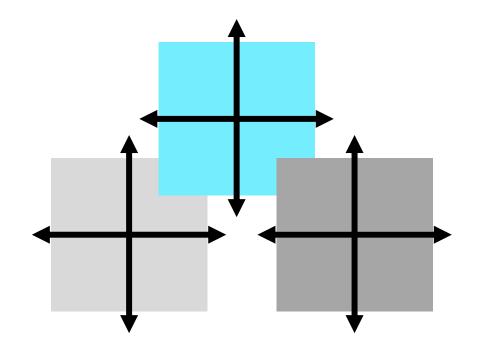
Project methodology matrix

Growth share matrix

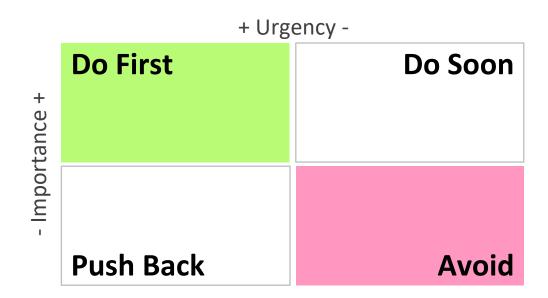
**Ansoff Matrix** 

Mission and Core Competencies matrix

### **Applications**

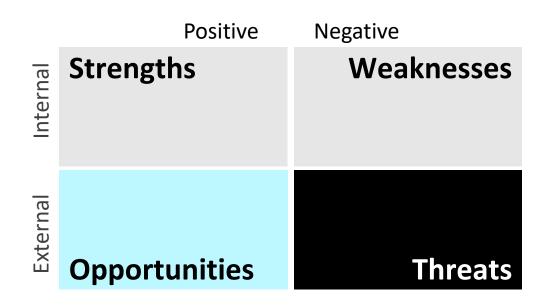


### **Importance Urgency Matrix / Eisenhower Matrix**



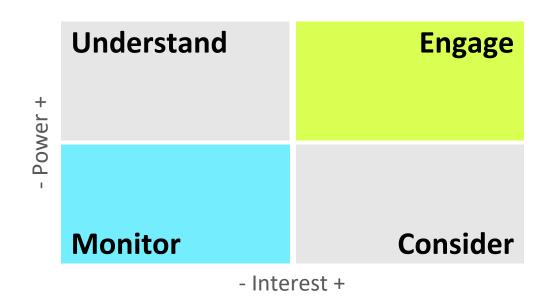
Prioritizes work and personal activities

### **SWOT Matrix**



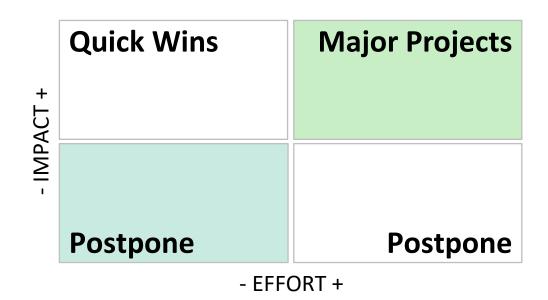
Evaluates the strategic position of an organization

### **Power-Interest Matrix**



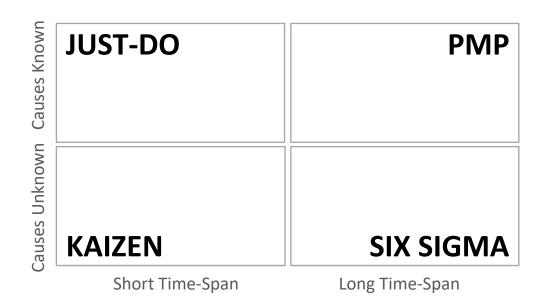
Classifies **stakeholders** according to the power they hold and how likely they are to be interested in a project or change effort

### **Project Prioritization Matrix**



Helps **selecting the projects** that will have the greatest impact with the least amount of money, time or effort

### **Project Methodology Matrix**



Select the **methodology** for problem solving and process improvement

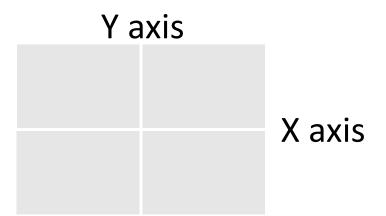
#### **How to Construct the Matrix**

Think about and decide what you really want

Determine the **type of matrix** appropriate for your situation

#### **How to Construct the Matrix**

Determine the two most important **characteristics** to place on the X and Y axes



#### **How to Construct the Matrix**

Draw the matrix and identify the **four quadrants** 

**Sort** your ideas and information in the appropriate quadrants of the matrix

