Continuous Improvement Toolkit

Four Field Matrix
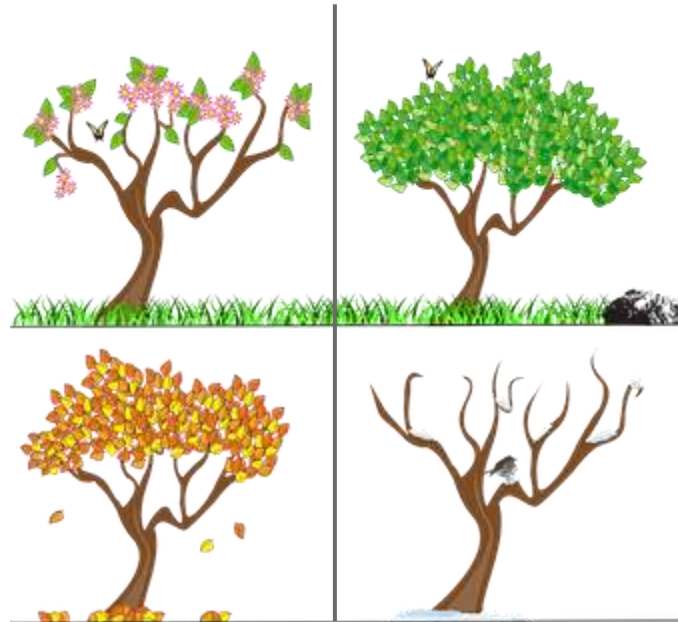
The Continuous Improvement Map

Managing Risk
PDPC
FMEA
RAID Log*
Risk Analysis*
Fault Tree Analysis
Traffic Light Assessment

Selecting & Decision Making
Break-even Analysis
Importance Urgency Matrix
Quality Function Deployment
Cost Benefit Analysis
Payoff Matrix
Delphi Method
TPN Analysis
Decision Tree
Pick Chart
Voting
Four Field Matrix
Critical-to X
Force Field Analysis
Portfolio Matrix
Decision Balance Sheet
Paired Comparison
Kano
Pugh Matrix
Prioritization Matrix
Pareto Analysis
Matrix Diagram

Planning & Project Management*
Daily Planning
PERT/CPM
MOST
RACI Matrix
Activity Networks
SWOT Analysis
Stakeholder Analysis
Project Charter
Improvement Roadmaps
PDCA
Policy Deployment
Gantt Charts
DMAIC
Kaizen Events
A3 Thinking

Understanding Performance**
Lean Measures
OEE
Process Yield
Cost of Quality*
Capability Indices
Project KPIs
KPIs
Gap Analysis*
Descriptive Statistics
Bottleneck Analysis
Probability Distributions
Reliability
MSA
Histograms
Normal Distribution
Graphical Methods
Scatter Plots
Run Charts
5 Whys
Control Charts
Fishbone Diagrams
Relations Mapping
Benchmarking***

Understanding Cause & Effect
Chi-Square
Nonparametric
Hypothesis
ANOVA
DOE
Multivariate
Multi-vari Studies
Correlation
Regression
Root Cause Analysis
Data Mining
SIPOC*

Implementing Solutions***
Control Planning
Standard Work
Document control
Best Practices
TPM
Automation
Mistake Proofing
Health & Safety
Simulation
Just in Time
5S
Quick Changeover
Visual Management
Product Family Matrix
Flow
Pull
Spaghetti**
Process Redesign
Waste Analysis**
Value Stream Mapping**

Data Collection
Data collection planner*
Sampling
Check Sheets**
Interviews
Questionnaires
Focus Groups
Observations
Suggestion Systems

Group Creativity
How-How Diagram***
Tree Diagram*
Brainstorming
SCAMPER***
Attribute Analysis
Affinity Diagrams
Morphological Analysis
Mind Mapping*
Lateral Thinking
Five Ws

Designing & Analyzing Processes
Value Analysis**
Process Mapping
Flow Process Charts**
Time Value Map**
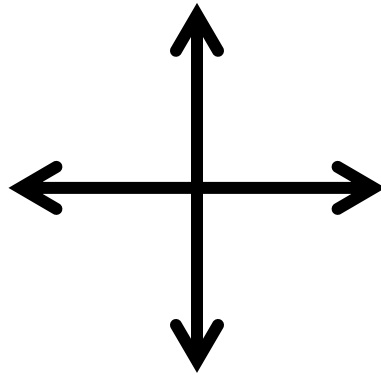Flowcharting
IDEF0
Service Blueprints

Four Fields Matrix

An effective model for **planning**, **organizing** and making **decisions**
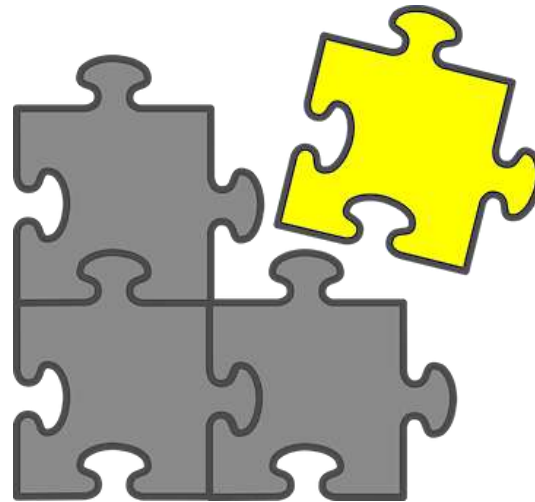
Four Fields Matrix

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

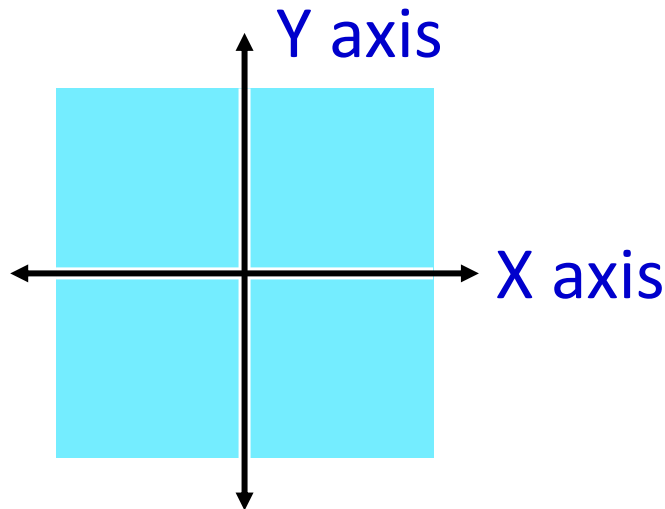Each describes different aspects of information

Four Fields Matrix

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

Four Fields Matrix

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)

Four Fields Matrix

Importance urgency matrix

SWOT matrix

Power interest matrix

Project prioritization matrix

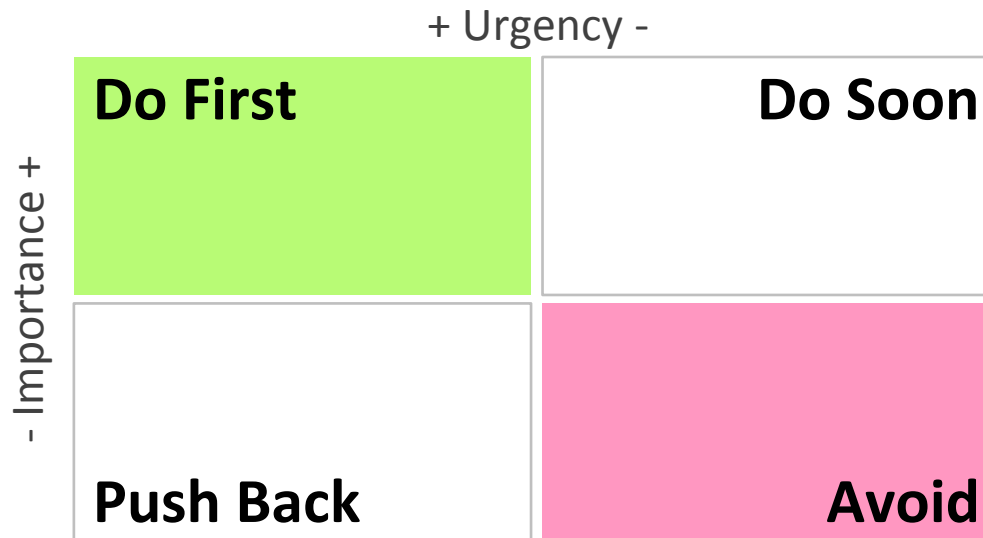Project methodology matrix

Growth share matrix

Ansoff Matrix

Mission and Core Competencies matrix

Applications
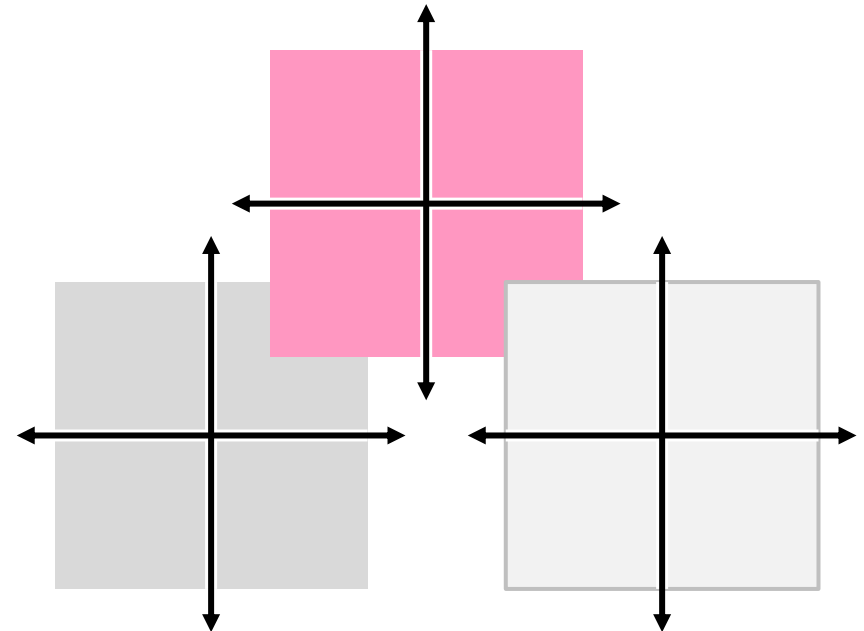
Four Fields Matrix

Importance Urgency Matrix / **Eisenhower Matrix**

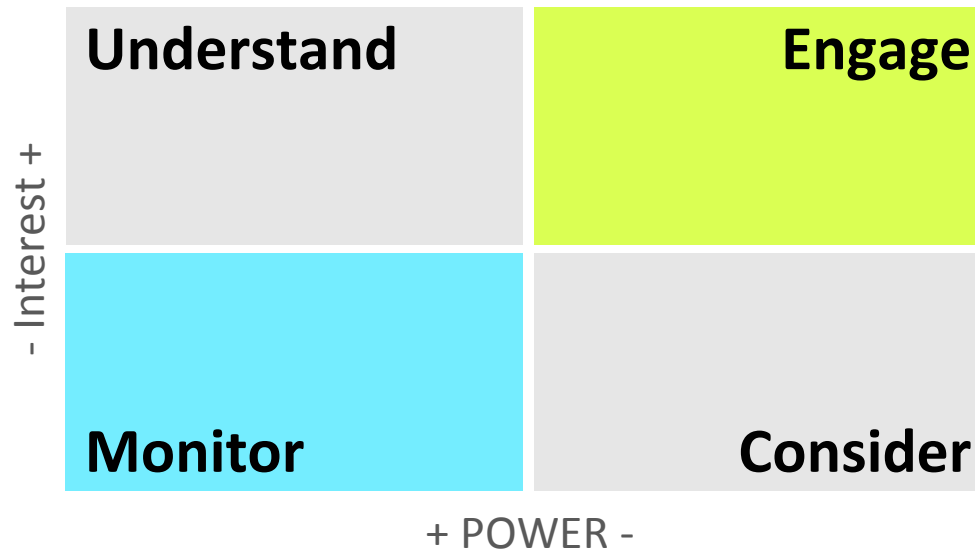Prioritizes work and personal activities

Four Fields Matrix

SWOT Matrix

	Positive	Negative
Internal	**Strengths**	**Weaknesses**
External	**Opportunities**	**Threats**

Evaluates the strategic position of an organization

Four Fields Matrix

Power Interest Matrix

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

Four Fields Matrix

Project Prioritization Matrix

	Quick Wins	Major Projects
- IMPACT +	Quick Wins	Major Projects
	Postpone	Postpone

- IMPACT +

+ EFFORT -

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

Four Fields Matrix

Project Methodology Matrix

	Short Time-Span	Long Time-Span
Causes Known	JUST-DO	PMP
Causes Unknown	KAIZEN	SIX SIGMA

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

Four Fields Matrix

How to Construct the Matrix

Think about and decide what you really want

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

Four Fields Matrix

How to Construct the Matrix

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

Y axis

X axis

Four Fields Matrix

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