

Decision Matrix

Paul_T_Klein@hotmail.com

Paul Klein CSSBB, CMQ/OE,CQA

Decision Matrix



Value Stream Mapping
Plan Do Check Act

Pareto Chart

FMEA / FMECA
Failure Modes, and Effects Analysis

DMAIC
Define Measure Analyze Improve Control

Relationships Diagram

Radar Chart

Quality at source

SMED
Single Minute Exchange of Dies

Standardized Work

Single Piece Flow

Gage R&R

Decision matrix (circled in red)

Surveys

Tree Diagram

7 Manufacturing Wastes
Seven forms of MUDA

Histogram

Control Chart

Flow chart

Voting and Multivoting

Nominal Group Technique

Brainstorming

SWOT Analysis

8D

DFSS

Mistake proofing

Teams

Plant layout

Kanban

5S

Total Productive Maintenance

Use **Decision Matrix** to quickly map the path for the a person to find the desired information.

- Useful to
- Show a path of decisions to obtain the proper tool/resource for a given situation.
- Allows visual path of decisions.
- Reduces time to find proper resources.

Set-up

- Need Facilitator and a scribe.
- Materials:
 - 7 Flipchart sheets pre-post on the wall.
 - Non-bleed through
 - Post-it type (or bring tape)
 - marking pens,
 - and blank wall space.

Post-it® Self-Stick Easel Pads - Standard Size  [Printer-friendly](#)



The advertisement features a central image of a woman in a black top pointing at a flipchart on a wall. Below this, there are three circular callouts showing different paper patterns: a grid, horizontal lines, and a blank sheet. To the right, the Post-it logo is displayed in a yellow speech bubble, followed by the text 'Self-Stick Easel Pads'. Below this, a tagline reads 'A professional touch for meetings that matter.' The main text describes the product's benefits: 'No tape. No tacks. No bleed-through. You'll love the convenience! Each pad features a sturdy backcard, handy carry handle and universal slots for mounting anywhere. There are 30, 25 x 30-1/2 inch sheets in each pad.' Three product variants are listed: 559 White (All-purpose sheets), 560 White With Blue Grid (Faint grid perfect for drawing charts and graphs), and 561 Yellow Lined (Faint blue lines for neater note-taking and yellow paper for improved contrast and maximum visibility). A small image of a flipchart on a stand is shown on the right, with the text 'No tape. No tacks. No bleed-through.' written on it.

Post-it Self-Stick Easel Pads

A professional touch for meetings that matter.

No tape. No tacks. No bleed-through. You'll love the convenience! Each pad features a sturdy backcard, handy carry handle and universal slots for mounting anywhere. There are 30, 25 x 30-1/2 inch sheets in each pad.

559 White
• All-purpose sheets

560 White With Blue Grid
• Faint grid perfect for drawing charts and graphs

561 Yellow Lined
• Faint blue lines for neater note-taking
• Yellow paper for improved contrast and maximum visibility

No tape. No tacks. No bleed-through.

Decision Matrix guidelines for a grid:

- Create a horizontal and vertical topic lines and fill in the grid.
- When designing the content try not to have easily confused selections especially if people are under stress (Unless you are the IRS)

For 2010 New York State Filers

Although
choices are clear
the selections
very similar to
each other

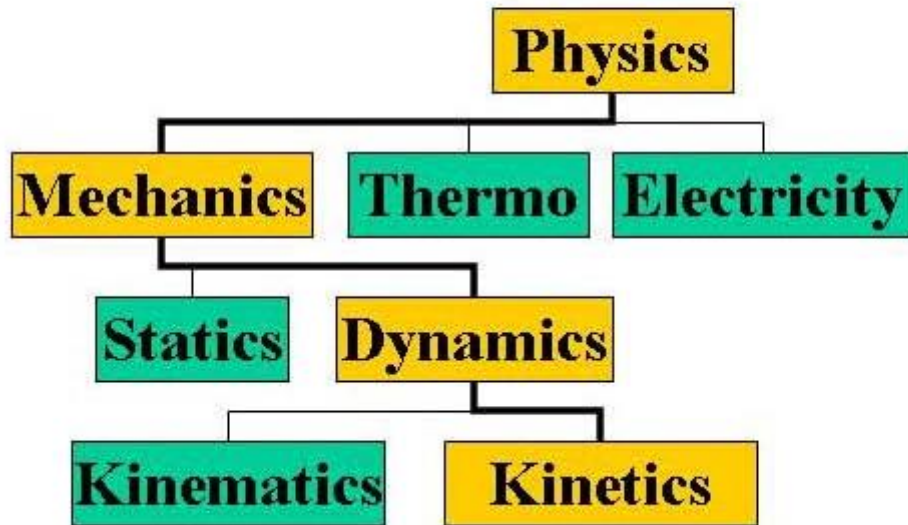
and you are filing a Form ...	and you <u>ARE</u> <u>NOT</u> ENCLOSING A PAYMENT, then use this address ...	and you <u>ARE</u> ENCLOSING A PAYMENT, then use this address ...
1040	Department of the Treasury Internal Revenue Service Kansas City, MO 64999- 0002	Department of the Treasury Internal Revenue Service Kansas City, MO 64999- 0102
1040A	Department of the Treasury Internal Revenue Service Kansas City, MO 64999- 0015	Department of the Treasury Internal Revenue Service Kansas City, MO 64999- 0115
1040EZ	Department of the Treasury Internal Revenue Service Kansas City, MO 64999- 0014	Department of the Treasury Internal Revenue Service Kansas City, MO 64999- 0114

Decision Matrix guidelines for a decision tree format:

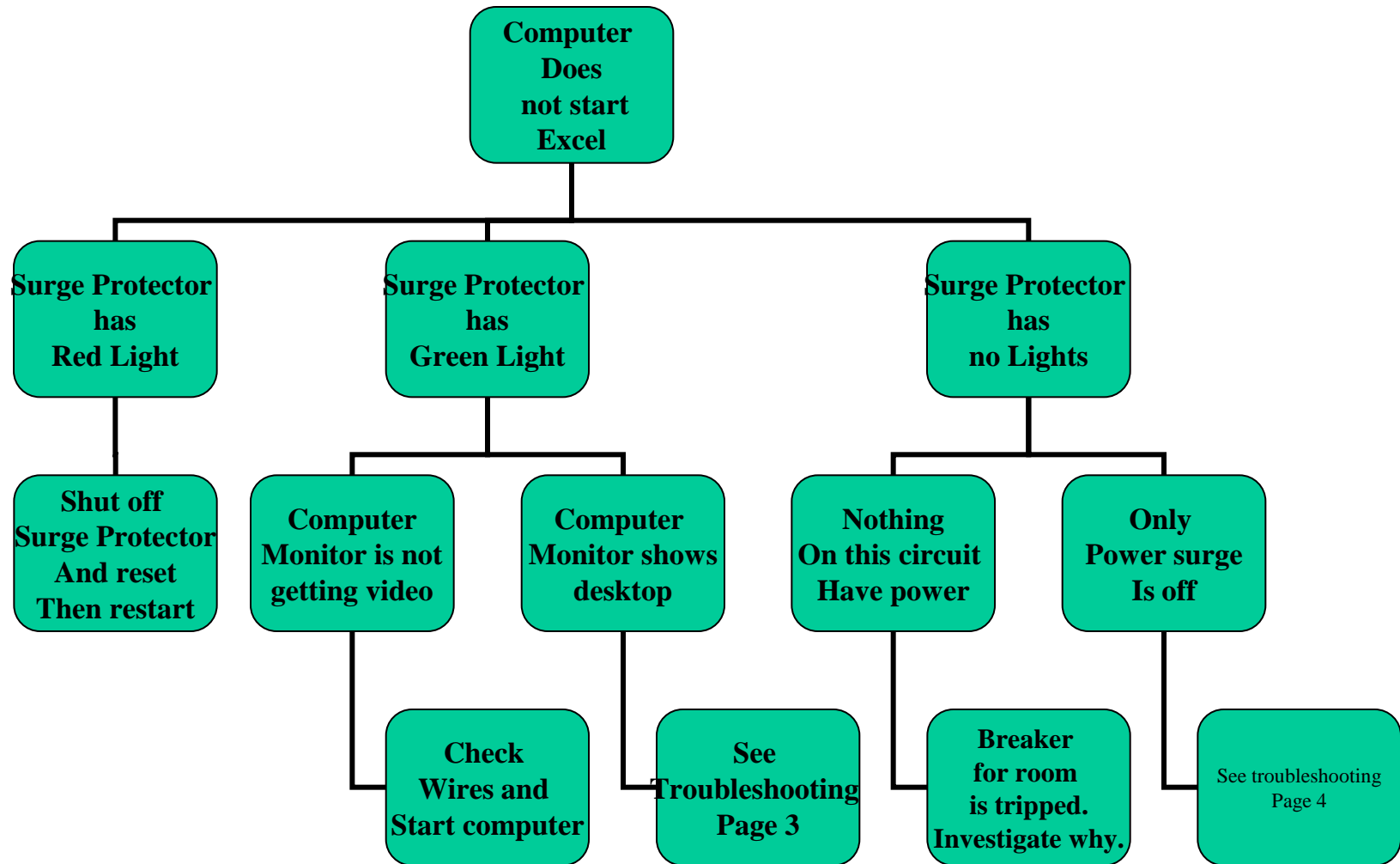
- Define the problem. (see brainstorming or nominal group technique presentations)
- Stay to the MAJOR choices in the decision and allow for text at the end for non-major potential issues as bullets.
- Take one path or branch at a time then reuse similarities for other branches. Use of Post-it notes to move/reuse due to discussions is helpful.
- Copy page of post-it notes allows you to reuse post-its without losing time or ideas.

For multi level decisions you find logical paths like the one highlighted

**Logical/
Multidecision**



Troubleshooting assistance use multi level decisions



Thank You

Paul Klein

kleincox@yahoo.com