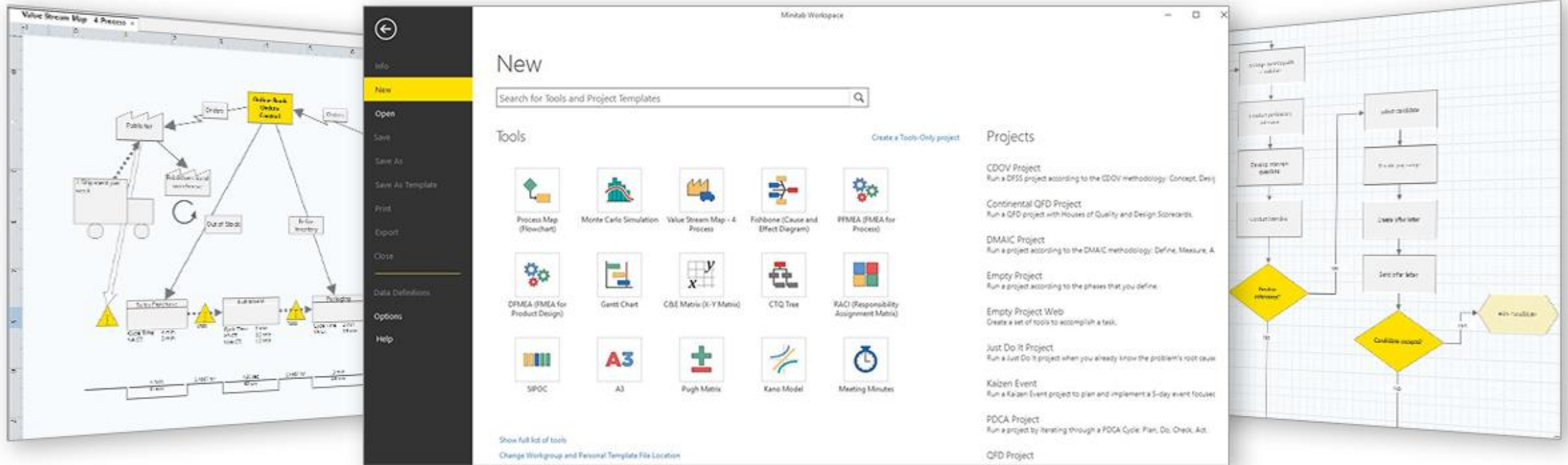


Minitab Workspace™



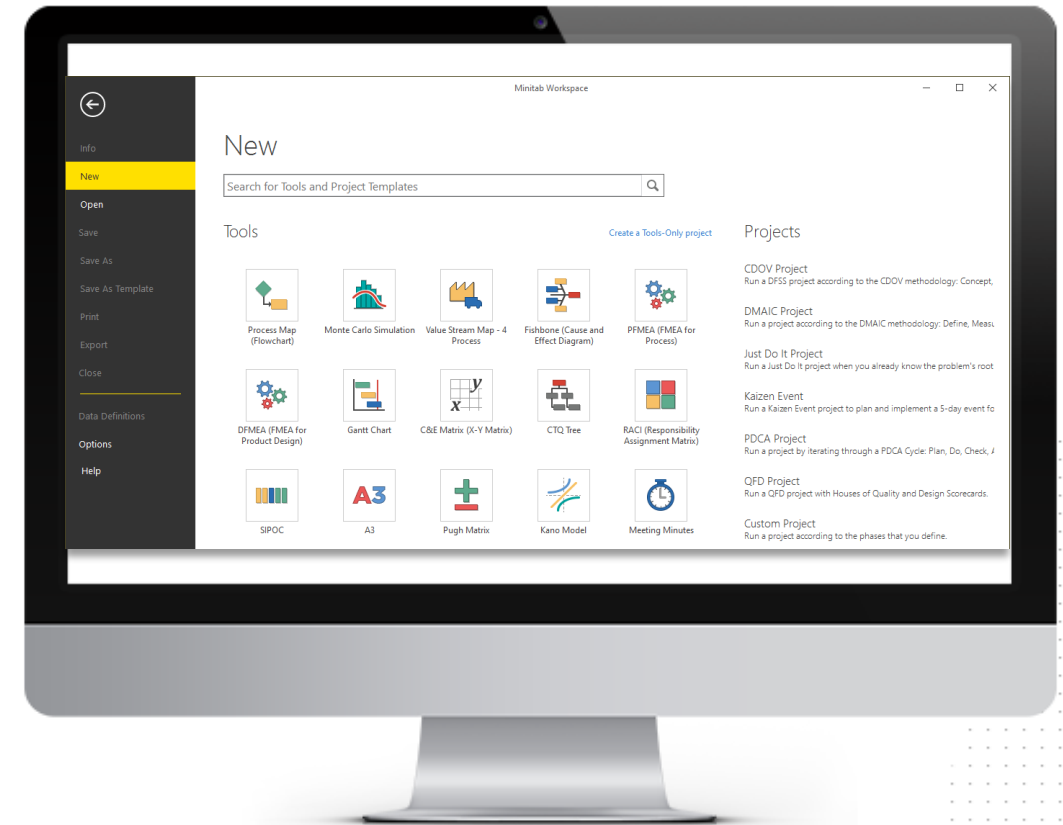
The screenshot displays the Minitab Workspace interface. On the left is a sidebar menu with options: Info, New (highlighted), Open, Save, Save As, Save As Template, Print, Export, Close, Data Definitions, Options, and Help. The main area is titled 'New' and features a search bar for 'Tools and Project Templates'. Below the search bar are two columns: 'Tools' and 'Projects'. The 'Tools' column includes icons for Process Map (Flowchart), Monte Carlo Simulation, Value Stream Map - 4 Process, Fishbone (Cause and Effect Diagram), DFMEA (FMEA for Product Design), Gantt Chart, CBE Matrix (X-Y Matrix), CTQ Tree, RACI (Responsibility Assignment Matrix), SPOC, A3, Pugh Matrix, Kano Model, and Meeting Minutes. The 'Projects' column lists: CDOV Project, Continental QFD Project, DMAIC Project, Empty Project, Empty Project Web, Just Do It Project, Kaizen Event, PDCA Project, and QFD Project. In the background, a Value Stream Map (VSM) is visible, showing a flow from 'Publisher' to 'Order' to 'Order-Build Order Control' to 'Order' to 'Order Inventory' to 'Production' to 'Packaging' to 'Ship'.



Minitab Workspace[®]

The ultimate toolkit designed to elevate your work by helping you clearly visualize, optimize and map your business value better than ever before.

Powerful visual tools and forms are brought together in one intuitive interface that helps you create processes, identify improvement opportunities and make problems easier to solve. Combined they will help you achieve the greatest impact, elevate your work, gain buy-in and clearly communicate across teams with simple to use and understand visuals right at your fingertips.



Visual Tools for Better Business Productivity

Over 90+ powerful and functional tools and roadmaps all in one easy-to-use platform

Lean

- Value Stream Map
- A3
- Work Element Time Study
- 5S Audit
- Kanban & Supermarket Sizing
- Quick Changeover (QCO-SMED)
- Waste Analysis by Operation
- Gemba Walk Interview Sheet
- Force Field
- Value Stream Map Comparison
- Preventative Maintenance
- Cycle Time Bar Chart
- Kaizen Event Roadmap

Process Improvement

- Fishbone
- Process Map
- C&E Matrix
- Monte Carlo Simulation
- PFMEA
- SIPOC
- DOE Planning
- Funnel Report
- Pareto Chart
- Audit Plan
- Solution Implementation
- Checklist
- DMAIC Roadmap
- PDCA Roadmap

Product Development

- DFMEA
- Kano Model
- VOC Plan
- SWOT Analysis
- Critical To Tree
- House of Quality Matrix
- CDOV Roadmap

Project Management

- Gantt Chart
- Meeting Minutes
- Stakeholder Analysis
- RACI (Responsibility Assignment Matrix)
- 30-60-90 Action Plan
- Project Risk Assessment

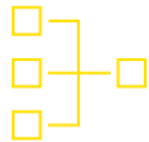
Decision-Making

- Impact vs. Effort Matrix
- Solution Desirability Matrix
- Project Prioritization Matrix
- Pairwise Comparison Matrix

Root-Cause Analysis

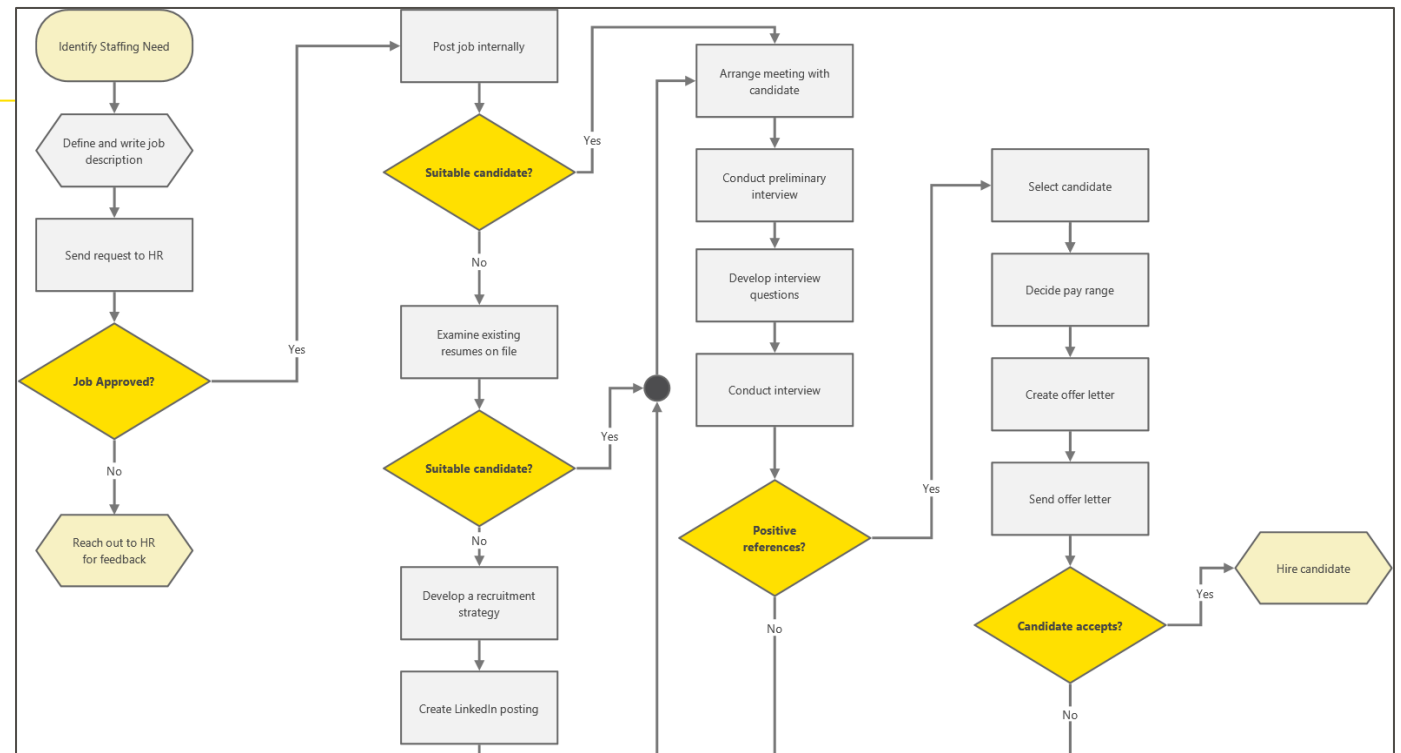
- Idea Map
- Five Whys
- 4S
- 8P

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Process Map

Build flowcharts with ease to help understand, see and communicate all the activities in a process with the added ability to customize by adding descriptions, data, inputs, outputs and cycle times.

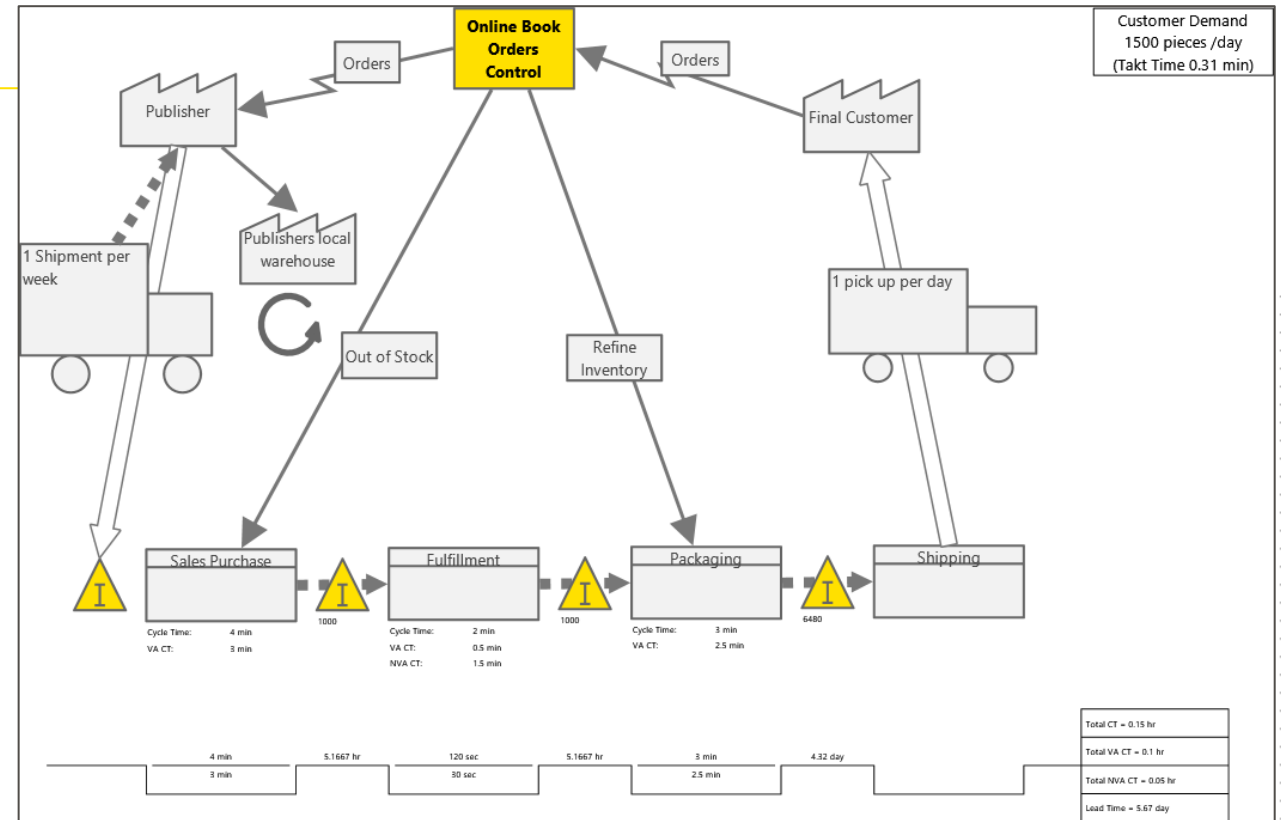


Discover the Ultimate Toolkit

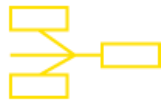


Value Stream Map

Visualize the flow of deliverables and information through your organization, department, or team and showcase the value it creates for your customers and stakeholders.

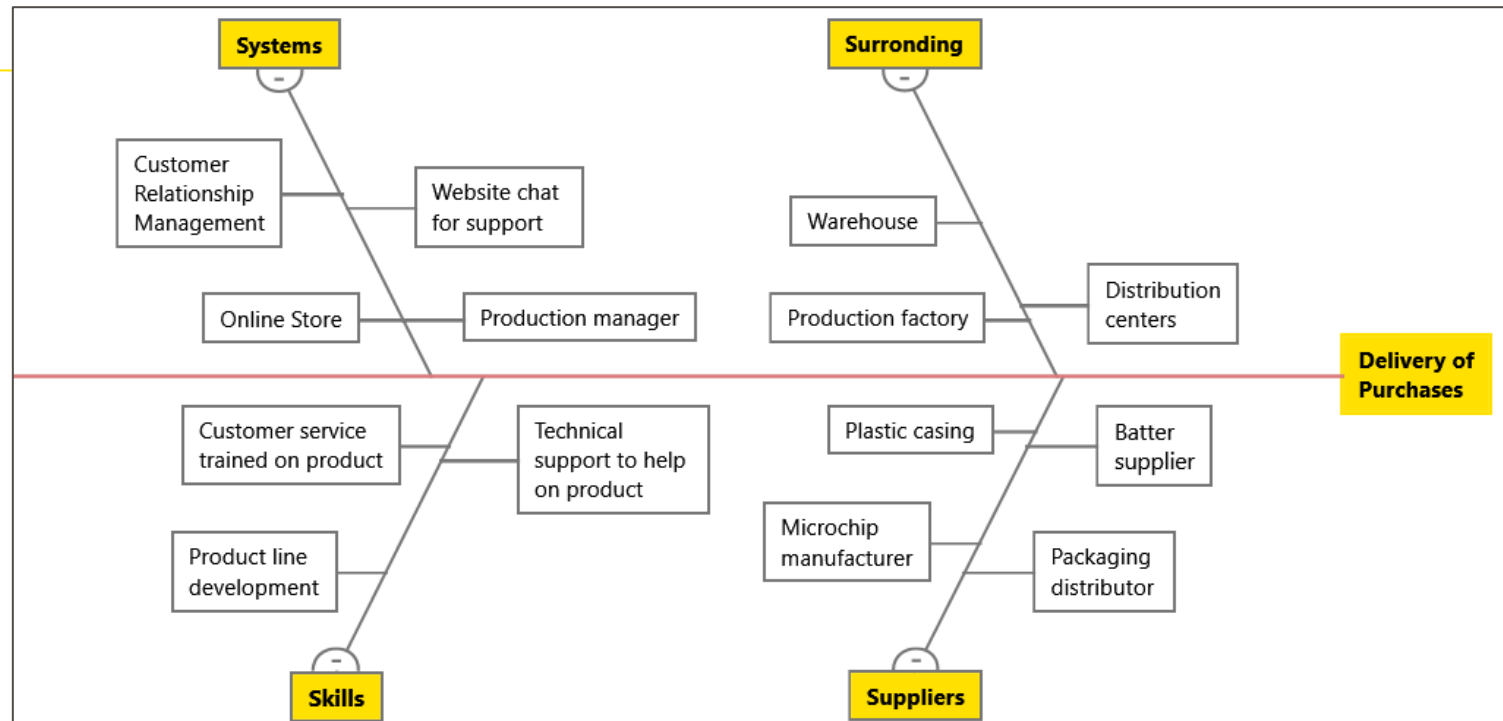


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Fishbone

Map out and identify every relevant element for a holistic view of your processes or projects, regardless if they are simple or complex.

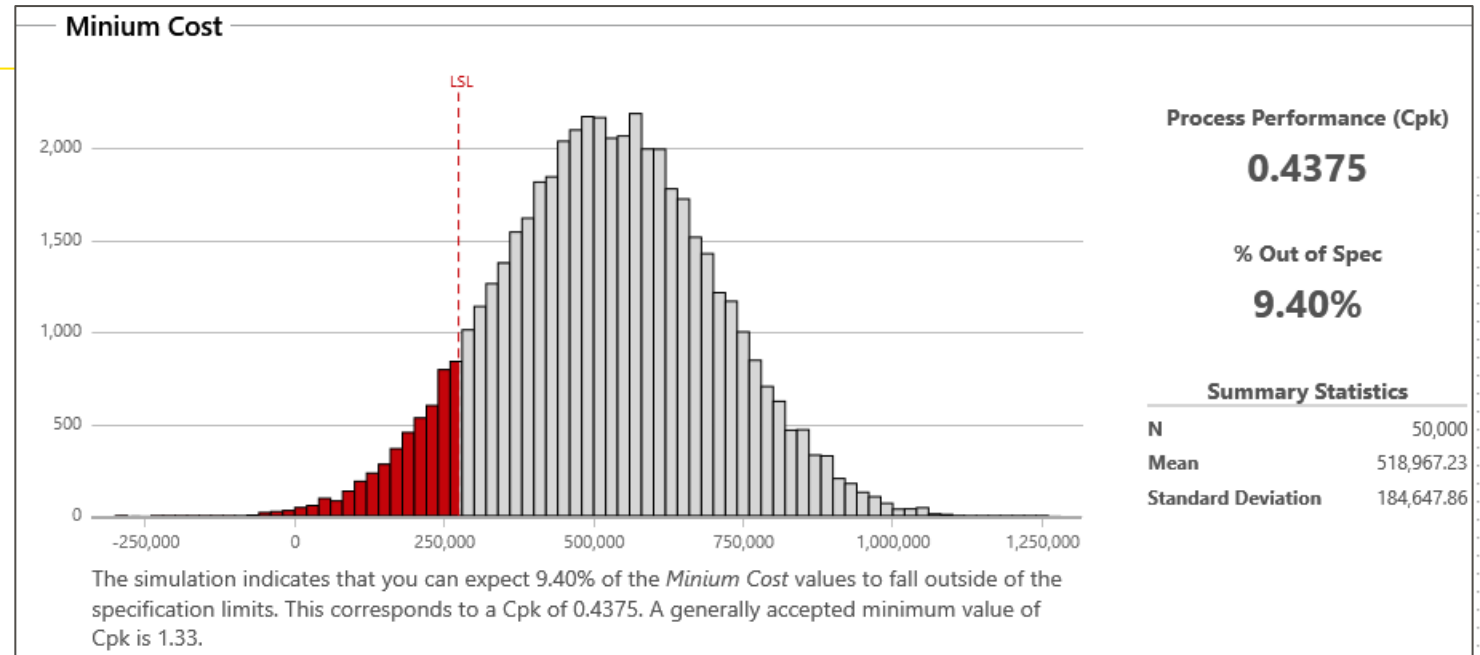


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Monte Carlo Simulation

Simulate, forecast results and optimize any output with speed and efficiency.



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Failure Modes and Effects Analysis (FMEA)

Mitigate risk of failure in a process or product design by identifying potential failures and taking the actions needed to achieve projected goals.

Note: Workspace's FMEA follows the latest guidelines for product design and process development

PFMEA (FMEA for Process)

Project Name: Specimen collection/Processing

Prepared By: Jane Smith Prepared Date: 4/7/2020

Process Details

Process: Collection of blood specimen for communicable disease analysis

Process Owner: John Smith

FMEA

Step #	Process Map - Activity	Key Process Input	Potential Failure Mode	Potential Failure Effects	SEV	Potential Causes	OCC	Current Controls	DET	RPN	Actions Recommended	Responsibility	Target End Date	Actions Taken	Actual End Date	Revised Metrics			
																SEV	OCC	DET	RPN
1	Collection	Take Specimen	Place in wrong tube	Run test on wrong sample	10	Inadvertent error	5	Excel Checklist	5	250	Limit number of tubes in test area	F. Jones	5/31/2020	Remove other test tubes	5/28/2020	6	2	1	12
2	Centrifuge specimen	Equipment run	Inability to run test	Old equipment	4	Mechanical error	2	Weekly maintenance	4	32	Increase maintenance runs	J. Smith	6/4/2020	Adjust maintenance schedule	6/30/2020	3	1	5	15
3	Analysis of data	Place specimen in analysis machine	Not enough specimen to run analysis	Inaccurate display of specimen characteristics	5	Specimen lost in transport from centrifuge	3	Lab tech transport specimen	2	30	Shorten distance between centrifuge and analysis	K. Tweed	6/15/2020	Relocate equipment	6/20/2020	3	2	8	48
4	Adjustment to specimen	Manipulate specimen make up	Add too much variable	Specimen will become toxic	7	Adjustment instrument is too large	5	Standard issue specimen dropper	3	105	Allow different specimen droppers in room	A. Red	6/30/2020	Purchased new specimen dropper	7/4/2020	4	2	9	72

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Five Whys

Determine the root cause of a problem through direct questions, relationship mapping and reflection to prevent recurrence in the future.

Five Whys

Project Name:
Vehicle failure

Prepared By: T. Jameson **Prepared Date:** 4/7/2020

Clearly State the Problem:
Machinery will not start

Why did this occur? Electrical Error	Is this a root cause? <input type="radio"/> Yes <input checked="" type="radio"/> No
If no, why did this occur? Short circuit in ignition	Is this a root cause? <input type="radio"/> Yes <input checked="" type="radio"/> No
If no, why did this occur? Condensation in storage	Is this a root cause? <input type="radio"/> Yes <input checked="" type="radio"/> No
If no, why did this occur? Open window in facility	Is this a root cause? <input type="radio"/> Yes <input checked="" type="radio"/> No
If no, why did this occur? Second shift did not close	Is this a root cause? <input checked="" type="radio"/> Yes <input type="radio"/> No

Root Cause (Ensure this is within your control):
Second shift did not close window

Possible Solutions:
Create checklist for plant shut down

What Minitab Workspace Users are Saying



Workspace guides you through the project type that you select and makes the learning curve a lot shorter. I'm excited about the ROI that we will begin to realize through the use of Workspace.



The Monte Carlo tool...that is autogenerated during model creation is useful in trouble shooting when things inevitably do not work as planned. It has helped in the development of new devices by identifying the element that is having the most effect on distribution and specification setting.



Workspace was easy to configure for use in our courses. Minitab provided training videos that allow our students to get started using the software with minimal to no issues.

Thank you!

GMSL S.r.l.

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