

Tools to Aid in Working Productively

Integrity: Take responsibility for accomplishing work goals within accepted timeframes.

Overview

The tools used in Quality Assurance program can help you work more productively. These tools demonstrate that when a plan is involved and followed, the project is more manageable and will be more successful.

Directions

Ask students to view the learning objects on the worksheet. Once they have visited the websites, they should complete the following assessment to reflect on how these tools can aid in working productively.

Directions: With proper planning, the tasks of completing a project can be organized in a way that is most efficient. In the area of manufacturing, the techniques utilized by Quality Assurance can help your team work more productively.

1. Visit each of the websites to learn about each productivity tool.
 - a. Fishbone Diagram (<https://www.youtube.com/watch?v=BW4qvULMJjs>)
 - b. Plan-Do-Check-Act (<https://www.youtube.com/watch?v=4TcVZNjQp9Q>)
 - c. What is Sigma? Why Six? (<https://www.youtube.com/watch?v=SAfCxubyipk>)
 - d. Six Sigma – DMAIC Steps (<https://www.youtube.com/watch?v=9XmjRiV9JY0>)

2. Using the internet, locate and read two articles of Six Sigma.

3. In your own words, describe Six Sigma.

4. What is the significance of the cause and effect diagram?

5. What is the role of Quality Tools in Project Planning?

Rock Valley College

6. My strengths in project planning are:

7. What are three ways Quality Tools can help you achieve your goal of working more productively?

1. _____

2. _____

3. _____