



Affinity Diagram



AFFINITY DIAGRAM

The Challenges to Implement Continuous Improvement initiatives in the business (Kaizen Projects).

Several members of a small company have just returned from a workshop on the methods of Lean Six Sigma. On the trip back from the seminar, the group engaged in a vigorous discussion of the challenges they would confront if they attempted to implement the Kaizen approach. One person quickly jotted down the list of challenges they generated. We give the list of brainstormed challenges below.

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| <ul style="list-style-type: none">• Cost accounting discourages other measures• Culture does not encourage quality at the source• Distrust of “new initiatives”• Inadequate performance reporting tools• No current process champions• Operators not well trained in quality | <ul style="list-style-type: none">• Performance measures discourage cooperation• Poor cooperation among departments• Poor opinion of team-based projects• Reward systems do not accommodate teams• Supervisors resistant to required time to train• Suppliers not held accountable for quality |
|---|---|

Apply an affinity diagram to organize this list based upon common themes or relationships. For example, an affinity diagram for this example might look as follows.

Management	Training
Poor cooperation among departments	Operators not well trained in quality
Performance measures discourage cooperation	Supervisors resistant to required time to train
Poor opinion of team-based projects	Culture does not encourage quality at the source
Inadequate performance reporting tools	Distrust of “new initiatives”
	No current process champions

Systems
Cost accounting discourages other measures
Reward systems do not accommodate teams
Suppliers not held accountable for quality

By organizing the ideas into “affinity groups,” it is much easier to visualize the commonality and plan for and address the challenges to the Lean Six Sigma approach.

Another Example. A Customer Service problem

Step 1: First, write the potential problems we may encounter in implementing CI in the company. Then quietly put ideas, data, etc. on cards, pieces of paper, or Post-it notes. The operative word is quietly. This is not like a typical brainstorming session where people are very vocal about their ideas. We want this to be a quiet exercise so that no one person(s) biases the other team member's ideas.

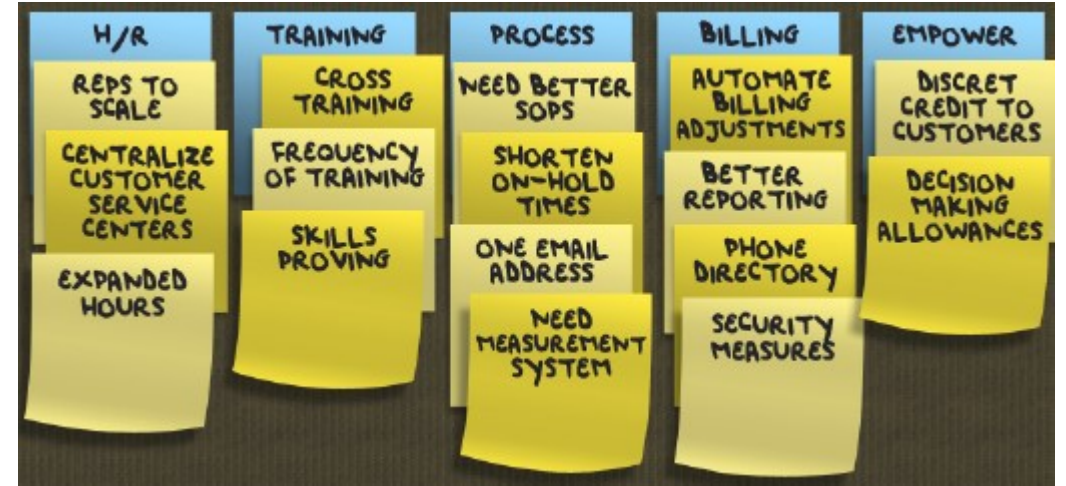


Step 2: Quietly put into homogeneous groupings.



Step 3: Affinity Heading

Develop affinity heading cards. For example, there is a homogeneous grouping for human resources related items. There is another grouping for the training department. Another grouping deals with general processing. One grouping has to do with billing. And, the last grouping addresses employee empowerment. We will place the heading cards on top of each of the homogeneous groupings.



Step 4: Put the groupings into the order of the process. For instance, when employees get hired, they first start off with human resources. The human resources department deals with employee empowerment. And you have the process itself—that goes in the middle. Billing usually comes late in the game. And finally, training is something that involves all employees from now on, so the team put it in the last position.

So what? Now that the team has finished the Affinity Diagram, it is easy to visualize the homogeneous groupings and therefore might help to guide the team towards a viable project.