

Brain Storming

The aim of the meeting is to place on paper just what ideas we have on a particular issue. We focus on a question "How do we etc?" And relate our answers to the topic. There are 6 prominent areas within our operations, so by looking at the suggestions we document we can "Fast Track" issues. Thereby achieving our goals more rapidly. Simple? Yes it is!



How can we improve

?

Hand each person this form the day before to assist their input. Call a meeting, then use a white boards or similar to collect the answers, then each person rates their three favorites, highest 3 points, 2nd = 2 points and 3rd = 1 point. Then total the highest scoring points....then you have the top 3 issues to address in your bushiness!

Distribution : the way items move around the building

Method : the way you actually do things

Equipment: the machines or equipment involved in the process

System : the our processes work

People: the people involved in the actions or processes

Specification : the issues, documents relative to the task

Top issues Analysis : the weighting of issues highest number = Most Important.

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|----|----|
| 1. | 2. |
| 3. | 4. |

Top Tips: Take action on the issues with the highest number. When brain storming assemble your team in a FUN environment. Go around the room, you can pass on your turn, keep it short! Maximum time about 45 minutes. You will be amazed!