EPICENTRAL

A Newsletter from Epicenter Development Group highlighting ideas that improve organizations

Welcome to Epicenter Development Group's newsletter, EPICentral. The purpose of this newsletter is to highlight fundamental ideas that have helped organizations develop and maintain great manufacturing and service operations. We hope that you find our EPICentral newsletter helpful, and we would welcome your comments on its content.

EPICentral Newsletter Roundup

For the past three years, Epicenter has been publishing newsletters which highlight practical tools and concepts to help organizations to be their best. This month, we would like to provide a summary list of past newsletter topics for your reference. Each topic includes a "clickable" link which will take you to the full article for your review.

EPICentral Articles - 2006 through 2008

Lean Systems Tools

- Preventive Maintenance (PM) - LINK
- Poke-Yoke (mistake proofing) -LINK
- Value Stream Mapping - LINK
- Set-Up Reduction (SMED) - LINK
- Workplace Organization (5S) - LINK
- Kanban Systems - LINK
- Total Productive Maintenance (TPM) - LINK
- Work Cell Development -LINK
- Best Practice Work Methods - LINK

Project Management Tools

- Time Management (Part I) - LINK
- Time Management (Part II) - LINK
- Effective Meetings (Part I) - LINK
- Effective Meetings (Part II) - LINK
- Responsibility Charting - LINK

- Contingency Planning - LINK

Management Tools

- Weighted Criteria Decision Matrix - LINK
- ECHO Communication Tool - LINK
- Financial Modeling - LINK
- Brainstorming - LINK
- Force Field Analysis - LINK
- Workplace Habits - LINK
- IS/IS NOT Tables (problem-solving) - LINK

Industrial Engineering Tools

- Delay Study Tool - LINK
- Pareto's Principle (80/20 rule) - LINK
- Cross-Functional Flow Chart - LINK
- Spaghetti Flow Diagramming - LINK
- Productivity Studies - LINK
- Theory of Constraints (bottleneck analysis) - LINK
- Labor Standards Development - LINK
- Line Balancing - LINK
- Storage Analysis - LINK

Considerations:

- Every company should consider the development of a standard "tool kit" to complete critical activities. The use of standard tools allows company teams to work together effectively.
- Tools should be as simple as possible (single sheet of instructions with illustrations and examples) for ease of understanding and use.
- If you are interested in a topic not covered in the past three years, please let us know. Our goal is to provide useful information that can be readily used by our clients and associates.

Next Steps

If you would like more information on this topic or other similar types of tools, please contact Bill Proctor with your request at wproctor@epicentergroup.com or 216-702-0952. You can also find previous issues of EPICentral at Newsletters.

Mr. Proctor also speaks on a variety of problem-solving and system design topics that can help companies significantly increase the success and profitability of their businesses. If you are interested in having Bill speak at one of your upcoming meetings/events or would like more information on any of the speaking topics, please visit Speaker Services or you can emailsales@epicentergroup.com.

Epicenter Development Group is a unique consulting firm that seamlessly integrates the disciplines of Systems Engineering and Organizational Analysis & Development to create practical design solutions to your toughest challenges. It is on the cutting edge of problem-solving solutions and the creator of a unique process called GreenRoom Engineering. This process adds greater value and cost savings for clients as compared to traditional engineering methods.

William Proctor, Epicenter's founder and president, has provided services around the country to more than 100 companies consisting of a variety of organizations; and Epicenter continues to grow as a resource for firms of all sizes.

To learn more about Epicenter Development Group, visit our website:

**www.epicentergroup.com**

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