



# 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 several 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. Clicking on the article link will take you to the full article for your review.

### Lean Systems Tools:

- Preventative Maintenance (PM) - [LINK](#)
- Poke-Yoke (mistake proofing) - [LINK](#)
- Set-Up Reduction (SMED) - [LINK](#)
- Set-Up Reduction - Lessons Learned - [LINK](#)
- Workplace Organization (5S) - [LINK](#)
- Kanban Systems - [LINK](#)
- Total Productive Maintenance (TPM) - [LINK](#)
- Work Cell Development - [LINK](#)
- Best Practice Work Methods - [LINK](#)
- RAMMPP Matrix - [LINK](#)
- Yamazumi Boards - [LINK](#)
- Lean Six-Sigma - [LINK](#)

### Project Management Tools:

- Time Management (Part I) - [LINK](#)
- Time Management (Part II) - [LINK](#)
- Responsibility Charting - [LINK](#)
- Contingency Planning - [LINK](#)

- S.M.A.R.T. Goals - [LINK](#)
- Critical Path Analysis - [LINK](#)
- The Eight Steps of Project Management - [LINK](#)
- Project Charters - [LINK](#)
- Work Plan Fundamentals - [LINK](#)
- Principles of Successful Presentations - [LINK](#)
- Top Ten Presentation Tips - [LINK](#)
- Top Meeting Pitfalls - [LINK](#)

### Management Tools:

- Weighted Criteria Decision Matrix - [LINK](#)
- Financial Modeling - [LINK](#)
- Brainstorming - [LINK](#)
- IS/IS NOT Tables (problem-solving) - [LINK](#)
- Cause-and-Effect Diagramming (Fishbone) - [LINK](#)
- Affinity Diagrams - [LINK](#)
- Function Analysis - [LINK](#)
- E-Mail Dos and Don'ts - [LINK](#)
- SWOT Analysis - [LINK](#)
- FMEA (Failure Mode & Effects Analysis) - Part I - [LINK](#)
- FMEA - Part II - [LINK](#)
- To Hire or Not to Hire Question - [LINK](#)
- Data Collection for Business Intelligence - [LINK](#)
- 360-Degree Reviews - [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](#)
- Spreadsheet Swiss-Army Knife - [LINK](#)
- Simulation Modeling Introduction - [LINK](#)
- The Unintended Benefits of Simulation Modeling - [LINK](#)
- Creating a Supportive Facilities Layout - [LINK](#)

### Organizational Development Tools:

- The Johari Window - [LINK](#)
- Use of Metaphors to Understand Your Organization - [LINK](#)
- Unlocking the Human Potential to Innovate - [LINK](#)

- ECHO Communication Tool - [LINK](#)
- Force Field Analysis - [LINK](#)
- Workplace Habits - [LINK](#)
- Pinch Model - [LINK](#)
- The LifeStyles Tool - [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, 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](mailto: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 email [sales@epicentergroup.com](mailto:sales@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

## Epicenter News

Epicenter is excited to be working with CNH Industrial on a simulation modeling project.



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](http://www.epicentergroup.com)

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