

# Potential Improvements Matrix

<i>What is It?</i>	<i>In What Cases Would You Use It?</i>
The Potential Improvements Matrix is a problem-solving tool.	Use a Potential Improvements Matrix to help you choose which improvements to implement. These can be improvements to address a problem or to take advantage of an opportunity.

## Potential Improvements Matrix Form

Problem (Opportunity):

Probable Root Cause	Potential Improvement	Eff	Feas	Overall

<b>Eff</b> Scale: 1 = this improvement would not be effective in overcoming the cause of the problem, 3 = somewhat effective, 5 = very effective	<b>Feas</b> Scale: 1 = this improvement would not be feasible because of cost or resistance, 3 = somewhat feasible, 5 = highly feasible
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## Instructions for Using a Potential Improvements Matrix

1. In a brief sentence, clearly state the problem you want to address or opportunity you want to pursue. Place this statement on the form.
2. If you are addressing a problem, do a cause analysis and identify the one or two main causes of the problem. Place the root cause(s) in the first column on the form.
3. Brainstorm ways that you could overcome the causes of the problem or take advantage of the opportunity. List these in the Potential Improvements column on the form.
4. For each potential improvement, ask yourself "How effective would this improvement be in overcoming the cause of the problem / taking advantage of the opportunity?" Use a scale of 1-5, where 5 means the improvement would be highly effective and 1 means the improvement would not be effective. Place the number in the corresponding "Eff" column.
5. For each potential improvement, ask yourself "How feasible would it be for us to implement this improvement?" Consider factors such as authority, resources, and resistance. Use a scale of 1-5, where 5 means that the improvement is highly feasible and 1 means the improvement is not very feasible. Place the number in the corresponding "Feas" column.
6. For each potential improvement, multiply the effectiveness number by the feasibility number. Place the answer in the corresponding "Overall" column.
7. Considering the overall rating, mark the improvements you want to pursue.
8. Take your selected improvements into the next step in your problem solving process.