




# Q-TIPS

Quality Tools in Practice

 <p><b>Why Use it?</b></p> <p><b>What Does it do?</b></p>	<p>To establish a common method for a team to creatively and efficiently generate a high volume of ideas on any topic by creating a process that is free of criticism and judgment</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Encourages open thinking when a team is stuck in “same old way” thinking</li> <li><input type="checkbox"/> Gets all team members involved and enthusiastic so that a few people don’t dominate the whole group</li> <li><input type="checkbox"/> Allows team members to build on each other’s creativity while staying focused on their joint mission</li> </ul>
 <p><b>How do I do it?</b></p>	<p><b>Structured</b></p> <ol style="list-style-type: none"> <li>1. The central brainstorming question is stated, agreed on, and written down for everyone to see</li> <li>2. Each team member, in turn gives an idea. No idea is criticized. Ever!</li> <li>3. As ideas are generated, write each on in large, visible letters on a flipchart</li> <li>4. Ideas are generated in turn until each person passes, indicating that the ideas (or members) are exhausted</li> <li>5. Review the written list of ideas for clarity and to discard any duplicates</li> </ol> <p><b>Unstructured</b></p> <ol style="list-style-type: none"> <li>1. The process is the same as the structured method except that everyone gives ideas at any time. There is no need to “pass” since ideas are not solicited in rotation.</li> </ol> <p><b>Variation</b></p> <ol style="list-style-type: none"> <li>1. In cases where not all members in the group know each other and there may be some hesitancy in getting started, give each person 4-5 recipe cards and ask them to write down their ideas (1 per card). Next place the cards on the flip chart and then cluster similar ideas.</li> <li>2. <b>6-3-5 method</b> – this is a power and yet silent method             <ul style="list-style-type: none"> <li><input type="checkbox"/> Based on a single brainstorming issue, each person on the team has 5 minutes to write down 3 ideas.</li> <li><input type="checkbox"/> Each person then passes his or her sheet to the next person, who has 5 more minutes to add 3 more ideas that build on the first 3 ideas</li> <li><input type="checkbox"/> This rotation is repeated as many times as there are team members e.g. 6 team members = 6 rotations, 6 sheets of paper and 18 ideas per sheet</li> </ul> </li> </ol> <p>This interesting process forces team members to consciously build on each other’s perspectives.</p>
 <p><b>What will the Result look like?</b></p>	<div style="border: 2px solid orange; padding: 10px; margin: 10px auto; width: 80%;"> <p style="text-align: center;"><b>List 101 Uses for a Penny</b></p> <ol style="list-style-type: none"> <li>1) Screw Driver</li> <li>2) Save 120 and buy a coffee</li> <li>3) Tape 20 together to make a paperweight</li> </ol> </div>