

I. TASK ANALYSIS

Based on the customer's needs, define and prioritize the core and non-core process outcomes.

Quality, Quantity, Price, Service, Features

What implications does this have for production?

II. PROCESS ANALYSIS

- Capacity is the volume of output that a process can produce.
- Calculate capacity and compare this to demand. Consider the bottleneck and any possible line balancing that can occur. Are any changes necessary?

III. TRADEOFF ANALYSIS

- **Net Benefit = Incremental Benefits – Incremental Costs**
The annual income associated with an investment
- **Payback = Investment ÷ Net Benefit**
The length of time required to recoup the cost of an investment
- Qualitative discussion of pros and cons of each option

IV. DECISION

“As _____, I will make the following recommendations...”

Draw on important areas of analyses to support your decision. Make whatever recommendations you deem necessary. Overcome any issues or risks.