STEPS TO CREATE PARETO CHART ON MINITAB (ACTIVITY SOLUTION)

DISCLAIMER: SOME STEPS MAY SLIGHTLY DIFFER BASED ON YOUR MINITAB VERSION

1. Open the Excel Sheet "ACTIVITY DATA - Pareto Chart.xlsx".
2. Copy & paste data from Excel to Minitab.
3. Choose **Stat > Quality Tools > Pareto Chart**.
4. In **Defects or attribute data in**, enter *Root Causes*. In **Frequencies in**, enter *Instances of Root Causes*.
5. Click **OK**.

Graph window output

Pareto Chart of Root Causes

Root Causes	Governance Issue	Manual Entry/Exit Notification	Weak Monitoring	No incentive to come to office on time	Employees fail to read emails/display boards	Other
Instances of Root Causes	100	81	59	18	12	10
Percent	35.7	28.9	21.1	6.4	4.3	3.6
Cum %	35.7	64.6	85.7	92.1	96.4	100.0