## **Practice**

When using the 5 whys tool, it is important to ask why exactly 5 times.

False

5 Whys is best used by:
 A team to determine root cause

Which of the 8 wastes is made most visible by a Spaghetti Diagram?
 Transportation and Motion

When creating a process map, using all of the available symbols is not important.
 True

Which type of tool will best help you identify process handoffs?
 Swim Lane Diagram

## **Practice**

- Process Mapping is often the first step in process improvement.

  True
- When applied to an existing process, a process map should represent the process as: It actually operates
- Who will know the most about how a process actually operates?
   Frontline employees who use it every day
- Force Field Analysis requires careful and accurate data collection.

  False
- When performing a Force Field Analysis:

A state of equilibrium is described Sometimes you might identify forces that belong on both sides of the chart Healthcare It is a good idea to pair driving and restraining forces All of the above