1. Collection of project information

a. regular and formal project review meetings

b. management walk arounds

c. morning stand-ups

d. end of day stand-ups

2. Analysis and evaluation of the collected data

a. Data trend analysis and control charts

b. Data correlation and regression analysis

c. Moving averages and data smoothing

d. General model building for both interpolating and extrapolating purposes

3. Presentation and communication of the information

a. Pie chart, Histogram, Pareto diagram, Time chart, Control chart, Kiviat diagram