

# Key Differences Between KaiNexus Workflows

Learn about the differences between KaiNexus Workflows so that you can choose the one that makes the most sense for your improvement work. While all Workflows are customizable at the template level, it's important to know the nuanced differences between them before picking which you want to use.

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# Summary of Workflows

## Projects:

Projects are often used for larger scope improvement efforts. They are typically top-down driven, may be a longer or ongoing initiative, and often have multi-disciplinary teams that include many levels of the organization. Some common examples of Projects include A3, DMAIC, and PDSA.

## Improvements:

Improvements are generally used for smaller scale, bottom-up improvement efforts. People do not need to be process improvement experts to identify and work on improvements. Some common examples of Improvements include OI's, Quick Wins, and Just Do Its.

## Incidents:

Incidents are used to capture safety or product issues that occur during day-to-day operations so that you can capture and address them and potentially general process improvements to help them not occur again. Examples of when people use Incidents are to do root cause analysis and formal CAPA system as part of ISO9000.

## Tasks:






Tasks are small units of work that typically contribute to the completion of other, larger workflows. These are often used as a kind of To-Do list in KaiNexus to promote accountability and forward movement on Improvements, Projects, Incidents, and Charts.

## Charts:

Charts are a way to capture and measure Key Performance Indicators, including measuring the need for and effectiveness of improvement. KaiNexus offers options for bar/line, bowling, control, pareto, and threshold Charts.

# Key Differences Between Workflows

 Project | 
  Improvement | 
  Incident | 
  Task | 
  Chart

					
<b>NESTING</b>					
Projects	✓	-	-	-	✓
Improvements	✓	-	✓	-	✓
Incidents	✓	-	-	-	✓
Tasks	✓	✓	✓	-	✓
Charts	✓	✓	✓	-	✓
<b>SUBMISSION OPTIONS</b>					
Desktop	✓	✓	✓	✓	✓
Mobile	✓	✓	✓	✓	-
Kiosk	✓	✓	✓	✓	-
Email	-	✓	-	-	-
<b>DEFAULT TEAM ROLES (* = Has, Can Be Disabled if Desired)</b>					
Sponsor(s)	*	-	-	-	-
Leader(s)	*	-	-	-	-
Author(s)	-	✓	✓	✓	✓
Assigner	-	✓	✓	✓	-
Responsible	-	✓	✓	✓	-
Participant(s)	*	-	-	-	-
Collaborator(s)	-	*	*	*	-
Facilitator(s)	✓	-	-	-	-
Participating Location(s)	✓	-	-	-	-
Follower(s)	✓	✓	✓	✓	✓



LOCATIONS					
Workflow Location	✓	-	-	✓	✓
Originating Location	-	✓	✓	-	-
Responsible Location	-	✓	✓	-	-
OTHER					
Can Include Impact / Resolution	✓	✓	✓	✓	✓
Formal Assign / Resolution Approval Process	-	✓	✓	-	-
Milestones	✓	✓	✓	-	-
Voting *	✓	✓	✓	✓	✓
Convert	✓	✓	✓	✓	-
Escalate	-	✓	✓	-	-
Transfer	-	✓	✓	-	-
Assigned By Date	-	✓	✓	✓	-
Available to Capture Users	✓	✓	✓	✓	-

\* In order to vote on an item, the item must be nested within a Project that has voting enabled.