

# Position Matrix Workshop

## TOOLS & PROCESSES CHECKLIST

JANITORIAL	
<input type="checkbox"/>	Cleaning
<input type="checkbox"/>	Mopping
<input type="checkbox"/>	Sweeping
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

EDUCATION	
<input type="checkbox"/>	Formal Technical School
<input type="checkbox"/>	On The Job Training
<input type="checkbox"/>	Seminars
<input type="checkbox"/>	Teaching Assistant
<input type="checkbox"/>	Technical Journals
<input type="checkbox"/>	Technical Training
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

COMMUNICATION	
<input type="checkbox"/>	Company Handbook
<input type="checkbox"/>	Company Policy
<input type="checkbox"/>	Daily Notes
<input type="checkbox"/>	Letters
<input type="checkbox"/>	Mail
<input type="checkbox"/>	Mailing List
<input type="checkbox"/>	Manufacturing Manuals
<input type="checkbox"/>	Meetings
<input type="checkbox"/>	Memos
<input type="checkbox"/>	Notes
<input type="checkbox"/>	Reports
<input type="checkbox"/>	Talk With Employees
<input type="checkbox"/>	Telephone
<input type="checkbox"/>	Trade Publications
<input type="checkbox"/>	Verbal Communication
<input type="checkbox"/>	Weekly Call Sheets
<input type="checkbox"/>	Weekly Check List
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

FINANCIALS	
<input type="checkbox"/>	401k Records
<input type="checkbox"/>	Financial Aid
<input type="checkbox"/>	A/P
<input type="checkbox"/>	Financial Reports
<input type="checkbox"/>	A/P Procedure
<input type="checkbox"/>	Financial Statement
<input type="checkbox"/>	A/R
<input type="checkbox"/>	G/L
<input type="checkbox"/>	A/R Procedure
<input type="checkbox"/>	Gen. Accounting Principles
<input type="checkbox"/>	Accounting
<input type="checkbox"/>	Investments
<input type="checkbox"/>	Accounting Procedures
<input type="checkbox"/>	Invoice Notification
<input type="checkbox"/>	Audit Reports
<input type="checkbox"/>	Invoicing
<input type="checkbox"/>	Auditing
<input type="checkbox"/>	Job Audits
<input type="checkbox"/>	Banking
<input type="checkbox"/>	Monthly Audit Report
<input type="checkbox"/>	Benefit Plans
<input type="checkbox"/>	Mortgage
<input type="checkbox"/>	Budget
<input type="checkbox"/>	Monthly Billing Report
<input type="checkbox"/>	Budget Procedure
<input type="checkbox"/>	Mutual Funds
<input type="checkbox"/>	Business Plan
<input type="checkbox"/>	P&L
<input type="checkbox"/>	C.P.A.
<input type="checkbox"/>	Payroll Procedures
<input type="checkbox"/>	Capital Expenditures
<input type="checkbox"/>	Purchase Order
<input type="checkbox"/>	Checking
<input type="checkbox"/>	R.O.I. Analysis
<input type="checkbox"/>	Commodity Trends
<input type="checkbox"/>	Securities Broker
<input type="checkbox"/>	Consumer Loans
<input type="checkbox"/>	Tax Records
<input type="checkbox"/>	Cost Accounting
<input type="checkbox"/>	
<input type="checkbox"/>	Credit Card
<input type="checkbox"/>	
<input type="checkbox"/>	Financial s
<input type="checkbox"/>	

HUMAN RESOURCES	
<input type="checkbox"/>	Attendance Records
<input type="checkbox"/>	Employee Interviews
<input type="checkbox"/>	Employee Records
<input type="checkbox"/>	Group Insurance Forms
<input type="checkbox"/>	Group Insurance Procedures
<input type="checkbox"/>	Hospital
<input type="checkbox"/>	HR
<input type="checkbox"/>	Labor Union
<input type="checkbox"/>	Medical
<input type="checkbox"/>	Nursing Aid
<input type="checkbox"/>	Nutrition Assistant
<input type="checkbox"/>	Pay Cards
<input type="checkbox"/>	Payroll
<input type="checkbox"/>	Time Cards
<input type="checkbox"/>	Time Records
<input type="checkbox"/>	Time Sheets
<input type="checkbox"/>	Vacation Forms
<input type="checkbox"/>	Vacation Planner
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

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## TOOLS & PROCESSES CHECKLIST

GOVERNMENT	
<input type="checkbox"/>	Defense
<input type="checkbox"/>	Department of Revenue
<input type="checkbox"/>	EEO
<input type="checkbox"/>	EPA
<input type="checkbox"/>	Immigration
<input type="checkbox"/>	IOSHA
<input type="checkbox"/>	OSHA
<input type="checkbox"/>	Workers Comp
<input type="checkbox"/>	
<input type="checkbox"/>	

INSURANCE	
<input type="checkbox"/>	Claims
<input type="checkbox"/>	Commercial
<input type="checkbox"/>	Health
<input type="checkbox"/>	Insurance Administration
<input type="checkbox"/>	Life
<input type="checkbox"/>	Property & Casualty
<input type="checkbox"/>	Reinsurance
<input type="checkbox"/>	401k
<input type="checkbox"/>	
<input type="checkbox"/>	

CLERICAL	
<input type="checkbox"/>	Adding Machine
<input type="checkbox"/>	Calculator
<input type="checkbox"/>	Computer Operation
<input type="checkbox"/>	Computer Terminal
<input type="checkbox"/>	Copier
<input type="checkbox"/>	Data Entry
<input type="checkbox"/>	Electric Typewriter
<input type="checkbox"/>	Fax
<input type="checkbox"/>	Filing
<input type="checkbox"/>	In/Out Board
<input type="checkbox"/>	Message Pad
<input type="checkbox"/>	Night Bell
<input type="checkbox"/>	Paper
<input type="checkbox"/>	Pencil
<input type="checkbox"/>	Pen
<input type="checkbox"/>	Supply Order
<input type="checkbox"/>	Telephone
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

SALES & MARKETING			
<input type="checkbox"/>	Advertising	<input type="checkbox"/>	Public Relations
<input type="checkbox"/>	Annual Sales Projection	<input type="checkbox"/>	Publication Leads
<input type="checkbox"/>	Broadcasting	<input type="checkbox"/>	Quotations
<input type="checkbox"/>	Buyer	<input type="checkbox"/>	Quote History
<input type="checkbox"/>	Calls	<input type="checkbox"/>	Requisitions
<input type="checkbox"/>	Catalogs	<input type="checkbox"/>	Sales
<input type="checkbox"/>	Competition Publications	<input type="checkbox"/>	Sales Data
<input type="checkbox"/>	Customer List	<input type="checkbox"/>	Sales Forecast
<input type="checkbox"/>	Follow-Up Projection	<input type="checkbox"/>	Sales History
<input type="checkbox"/>	Job Cost Set-Up Sheet	<input type="checkbox"/>	Sales Literature
<input type="checkbox"/>	Job Open Procedures	<input type="checkbox"/>	Sales Request
<input type="checkbox"/>	Leads	<input type="checkbox"/>	Selling
<input type="checkbox"/>	Market Information	<input type="checkbox"/>	Telemarketing
<input type="checkbox"/>	Market Input	<input type="checkbox"/>	Trade Shows
<input type="checkbox"/>	Marketing	<input type="checkbox"/>	Transaction Reports
<input type="checkbox"/>	Media	<input type="checkbox"/>	Vendor Certification
<input type="checkbox"/>	Monthly Order Report	<input type="checkbox"/>	Vendor Input
<input type="checkbox"/>	Negotiations	<input type="checkbox"/>	Vendor Maintenance
<input type="checkbox"/>	Open Orders	<input type="checkbox"/>	Vendor Negotiations
<input type="checkbox"/>	Order Acknowledgments	<input type="checkbox"/>	Vendor Visits
<input type="checkbox"/>	Order From Manufacturer	<input type="checkbox"/>	Vendors
<input type="checkbox"/>	Order From Vendor	<input type="checkbox"/>	Video Production
<input type="checkbox"/>	Product Knowledge	<input type="checkbox"/>	Weekly Call Report
<input type="checkbox"/>	Promise Dates	<input type="checkbox"/>	

SHIPPING/RECEIVING	
<input type="checkbox"/>	Boxes
<input type="checkbox"/>	Conveyor Loading
<input type="checkbox"/>	Dock Work
<input type="checkbox"/>	Filling Orders
<input type="checkbox"/>	Fork Lift
<input type="checkbox"/>	Loading
<input type="checkbox"/>	Packaging
<input type="checkbox"/>	Packing
<input type="checkbox"/>	Pick & Ship
<input type="checkbox"/>	Purchasing
<input type="checkbox"/>	Receiving records
<input type="checkbox"/>	Ship Schedule
<input type="checkbox"/>	Shipping
<input type="checkbox"/>	Shipping Records
<input type="checkbox"/>	Truck Driving
<input type="checkbox"/>	Unloading
<input type="checkbox"/>	Warehousing
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Check boxes next to the Tools & Processes used by your company. Use blank spaces to add items not listed. This would also be a good time to highlight those items that might require training, a license to operate, or safety equipment (guards, glasses, shoes, etc.)

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## TOOLS & PROCESSES CHECKLIST

MANUFACTURING									
	6" Diameter Sander		Cells Assembling		Customer Visitations		Engineering Standards		Help Desk
	6" Grinder		Chemicals		Cut-Off Saw		Engineering Weekly Meet-		High Lift Operation
	7" Grinder		Clamps		Cutting Torch		EPA		Hire/Fire
	8" Mud Buster		Clean Up		DeMarco		Equipment		Historical Data
	A-Frame		Communicating		Design		Equipment Operations		Hose
	Air Blower		Communication Services		Diagrams		Fabrication		Hose Cutter
	Air Drills		Communication Skills		Distribution		Fabrication Drawings		Information Engineering
	Air Gun		Components		Documentation		Facilities Management		Injection Mold
	Air Tools		Compound Miter Saw		DOD		Fanuc		Inspecting
	AMP Meter		Computer Printouts		DOD-STD-2167A		Fasteners		Inspection Reports
	Arthur Anderson		Computer Programming Svc		Drafix CADultra 4.01		Flexcore		Inspection Sheet
	ASQC		Connectors		Drawings		Floor Jack		Inspection Tools
	Assembling		Continuity Tester		Drill		FMEA		Inspection/Testing
	Automotive		Continuous Run		Drill Press		FMUSS Specs		Inventory
	Bachman		Control Systems Logic		Economic Order Quantity		FORD Q101		Inventory Job Aging
	Band Saw		Coordinating		EDI		Forecasts		Inventory Report
	Barcode		Cost Effective Equipment		EDS		Fork Lift		Iron Worker
	Bill Of Materials		Cost Effective Materials		EEO		Forklift Operation		ISO-9000
	Brake Press		CPM		Electrical Test Equipment		Grinder		ISO-9001
	Brake Press Operation		Crimper Machine		Electrical Tools		Grinder Operation		Jacks
	Broach		Crimpers (large)		Electro Static Paint App		GSA Specifications		JAD
	Broom		Customer Input		Electronic Applications		Hand Speed Skills		James Martin
	Bruning PD101		Customer Needs		Engineering Data		Hand Tools		Job Files
	Brushes		Customer Requests		Engineering Procedures		Heat Gun		Job History
	Castings		Customer Specs		Engineering Specs		Heavy Lifting		Job Info Packet

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## TOOLS & PROCESSES CHECKLIST

MANUFACTURING (contd.)									
	Job List		Memory		Parts Department		Problem Solving		Repair
	Job Sheets		Metal Fabrication		Parts Log Book		Product Development		Research
	Job Shop		Method One		Parts Manual		Product Mix		Review Forms
	Just-In-time		MIL		Parts Room		Product Record		Reviews
	KANBAN		Mill		Parts Schedule		Product Testing		Robotics
	Labeling		Milling		Past Jobs		Product/Service Evaluation		Roofing
	Laser		Modifications		PCM		Production Log Book		Routers
	Lathe		Mold Design		PCN Forms		Production Schedule		Rubber
	Leading		MRP		People Management		Project Knowledge		S.P.C.
	Lgd. Machine Operation		MRP II		People Skills		Project Leader		SAE Specs
	Lights Out		Nail Gun Operation		Performance		Project Management		SAE Standards
	Line Coordinating		New Development		Peter Chen		Property Management		Sander
	Log Book		NSS		Phone Book		Proposals		Saw
	Machine Operation		NTEA Guidelines		Photo Album		Punch Press		Schedule Board
	Machining		OOA		Physical Inventory		Punch Press Operation		Scheduling
	Maintenance		OOD		Pipe Cutter		Push Beam		Schematics Reading
	Maintenance Plan		Operations		Planner		QS9000		Seam Seal Gun
	Management		Order Entry		Plasma Arc		Quality Control		Service
	Material Board		Order Filing		Plastics		Quality Control Inspection		Setting Up
	Material Control		Organization		Polymers		Quantity Purchasing		Sewing
	Material Handling		Oscilloscope		Porta Power		Rags		Shear
	McCabe Methodology		Packaging		Positive Attitude		Re Worked		Shop Floor Control
	MCM Calculations		Packing Slips		Powder Painter		Re-Engineering		Shrink Tube
	Measurement Tools		Painting		Precision Measuring Devices		Re-Working Aid		Sketches
	Mechanics Tools		Part # Program		Presentations		Real Estate License		Skill Saws

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## TOOLS & PROCESSES CHECKLIST

MANUFACTURING (contd.)						
	Small Air Tools		Top/Down Pathing		Yourdan	
	Small Hand Tools		Torch			
	SOP		Training			
	Sourcing		Transportation			
	Spec Sheets		Travel Schedule			
	Specifications		Trouble Shooting			
	Spray Painting		Union			
	Sprayer		User Interface			
	Staple Gun		Vehicle			
	Structured Methodologies		Visitation-Situation/Merit			
	Sub Assembling		Visits			
	Sub Fixtures		Visual Charge Out Proce-			
	Supervision		Visual Inventory			
	T.Q.M.		Voice Mail			
	Taguchi		Welder			
	Tape Measure		Welding			
	Team Leading		Welding - MIG			
	Templates		Welding - TIG			
	Term		Wire			
	Test Equipment		Wiring			
	Test Light		Wiring Table			
	Testing		Work Bench			
	Tool Box		Work Order			
	Tool Design		Workload			
	Tools From Crib		Yasnac			

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## TOOLS & PROCESSES CHECKLIST

MIS - COMMUNICATIONS									
	3708		CBX		ENVIRON 1		Microwave Communications		PROCOM
	3725		Cellular		ETHERNET		Modems		Protocol Analyzers
	3745		CICS		FDDI		Multiplexors		Protocols
	286 Netware		Cisco Routers		Fibre Optics		Muxes		Racal Milgo
	3-COM		Client Server		Frequency Counter		NCCF		RCA Satellite
	3270 Controllers		CNA		Gateways		NCP		REALTIME
	ADS/O		CNE		Gens		NETMAN		ROLM
	Allen Bradley Data Highway		Coaxial Cable		GTE		NETVIEW		Routers
	AN/UCC-4		Codex Modems		HCF		Netware		RS 232
	Analog		COM II		HPO		Network Consultants		Satellite
	ARC NET		Comten		IDMS-DC		Network Design		SDLC
	ASYNCHRONOUS		Controllers		Installs		Neural Networks		Seimans
	AT&T		CSU		Internet		NeuralWorks		SMARTCOM
	AT&T StarLAN		D4		ISDN		NeuroShell		SNA
	Attachmate Extra		Data Communication		LAN		Northern Telecom		Sonet
	Banyan VINES		DATANET		LAN Manager		Novell		Spectrum Analyzer
	BERTS		DEC NET		LANTASTIC		PABX		Sprint
	BISYNCHRONOUS		DFSU		Legent		Packet Switching		Star
	BMS		Digital		Linear Bus		Paradyne		Starlan
	Bridges		Digital Data Networks		LU 6.2		PATHWAY		Statmux
	BTAM		Digital Loop		MACNET		PATHWORKS		Strip Chart Recorder
	Candle		DSU		MAPPER		PATHWORKS 4.1		SYNCHRONOUS
	Capacity Planning		E-1		MC3		PBX		T-1
	CARDPAC		ECNE		MCI		PCNET		T-3
	CARDPAC II		EIA Interface		MFS		PRIMENET		Tariffs

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## TOOLS & PROCESSES CHECKLIST

GENERAL									
	Analysis		Customer Visitations		Inventory Job Aging		Parts Schedule		Review Forms
	Assignment Sheets		Design		Inventory Report		Past Jobs		Reviews
	BB Systems		Diagrams		Job Files		People Management		Roofing
	Blue Print Machine		Documentation		Job History		People Skills		Scheduling
	Blue Print Reading		Drafix CADultra 4.01		Job List		Performance Review		Service
	Blue Prints		Drawings		Job Sheet		Phone Book		Setting Up
	Business Consulting		Economic Order Quantity		Labeling		Photo Album		Sketches
	CAD System		Engineering Data		Leading		Physical Inventory		Sourcing
	Camera		Engineering Procedures		Log Book		Planner		Spec Sheets
	Certified Property Manager		Engineering Specs		Maintenance		Positive Attitude		Specifications
	Charts		Engineering Standards		Maintenance Plan		Presentations		Standard Operating Proce-
	Client Site		Equipment Operations		Management		Problem Solving		Sub Fixtures
	Committee Meetings		Fabrication Drawings		Measurement Tools		Product Development		Supervision
	Communicating		Facilities Management		Memory		Product Mix		Team Leading
	Communication Services		Forecasts		Modifications		Product Record		Templates
	Communication Skills		Fork Lift		New Development		Product/Service Evaluation		Term
	Computer Printouts		Hand Speed Skills		Operations		Product Knowledge		Testing
	Connectors		Heavy Lifting		Order Filling		Project Knowledge		Training
	Coordinating		Help Desk		Organization		Project Leader		Transportation
	Cost Effective Equipment		Hire/Fire		Packaging		Project Management		Travel Schedule
	Cost Effective Materials		Historical Data		Part # Program		Property Management		Trouble Shooting
	Customer Input		Inspecting		Parts Department		Proposals		Union
	Customer Needs		Inspection Reports		Parts Log Book		Quantity Purchasing		User Interface
	Customer Requests		Inspection Sheet		Parts Manual		Repair		Vehicle
	Customer Specs		Inventory		Parts Room		Research		Visits

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## TOOLS & PROCESSES CHECKLIST

MIS - COMMUNICATIONS (contd.)		
<input type="checkbox"/>	TCP/IP	<input type="checkbox"/> Workstations
<input type="checkbox"/>	TDM	<input type="checkbox"/> X.25
<input type="checkbox"/>	Telecommunications	<input type="checkbox"/> X.28
<input type="checkbox"/>	Telenet	<input type="checkbox"/> X.400
<input type="checkbox"/>	TELON	<input type="checkbox"/> X.500
<input type="checkbox"/>	Timeplex	<input type="checkbox"/>
<input type="checkbox"/>	Timeplex Link/2	<input type="checkbox"/>
<input type="checkbox"/>	TMS	<input type="checkbox"/>
<input type="checkbox"/>	Token Ring	<input type="checkbox"/>
<input type="checkbox"/>	TR08	<input type="checkbox"/>
<input type="checkbox"/>	Traffic Analysis	<input type="checkbox"/>
<input type="checkbox"/>	Tree	<input type="checkbox"/>
<input type="checkbox"/>	Tuning	<input type="checkbox"/>
<input type="checkbox"/>	Twisted Copper	<input type="checkbox"/>
<input type="checkbox"/>	Tymnet	<input type="checkbox"/>
<input type="checkbox"/>	Video	<input type="checkbox"/>
<input type="checkbox"/>	VMAP	<input type="checkbox"/>
<input type="checkbox"/>	Voice	<input type="checkbox"/>
<input type="checkbox"/>	VRU	<input type="checkbox"/>
<input type="checkbox"/>	VTAM	<input type="checkbox"/>
<input type="checkbox"/>	WAN	<input type="checkbox"/>
<input type="checkbox"/>	Welfleet Routers	<input type="checkbox"/>

MIS- MID RANGE	
<input type="checkbox"/>	AS 400
<input type="checkbox"/>	AS 400 Model B45
<input type="checkbox"/>	Midrange
<input type="checkbox"/>	RS 6000
<input type="checkbox"/>	S 32
<input type="checkbox"/>	S 34
<input type="checkbox"/>	S 36
<input type="checkbox"/>	S 38
<input type="checkbox"/>	S/3 Model 12
<input type="checkbox"/>	



