
Tools

Tree Diagram

Mapping Implementation Tasks

Background

A tree diagram, also called a systematic diagram, breaks down a broad task or goal into increasing levels of detailed actions that must be completed to achieve the goal.

When to Use

- When a complex project becomes the focus of work and needs to be monitored for completeness
- When all stakeholders need to see the whole picture

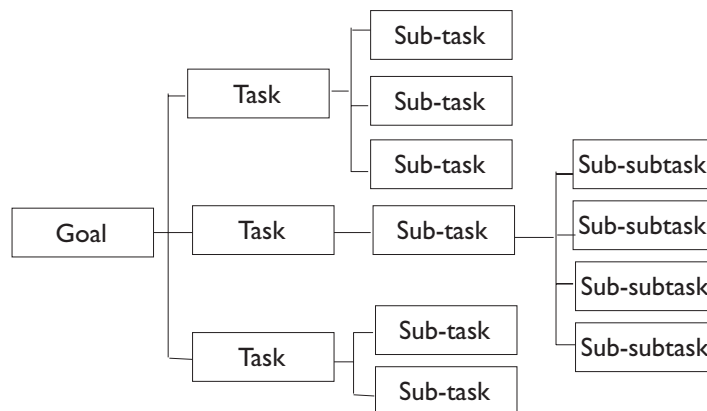
How to Use

1. Write the goal statement as a complete sentence.
Note: The goal statement could come from a project charter, the root cause of an interrelationship digraph, or a category in an affinity diagram.
2. Generate the first level of major sub-goals. These become the means by which the goal is accomplished. Note: Brainstorming
3. Complete the diagram for each major sub-goal. Keep asking the question, "What needs to happen to achieve this goal or solve this problem?"
4. Review the completed tree diagram for completeness and a logical flow.
5. Assign responsibilities for completion of the action steps. Note: A matrix diagram can be used to record assignments.

Hints

The tree diagram is used to generate a specific list of action steps which must be completed.

How Does It Look



Next Steps

Establish a time line. A Gantt chart can be used to provide a detailed implementation schedule to better orchestrate the work.

