

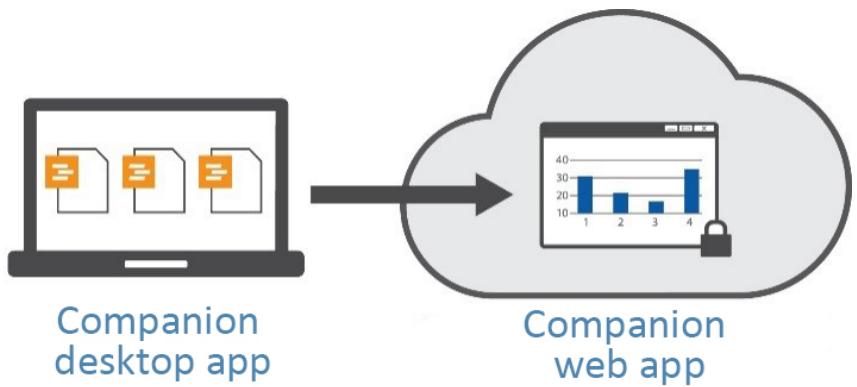


Companion by Minitab® is a comprehensive platform for managing your company's entire continuous improvement program. Developed by the leading provider of software for quality improvement, Companion combines a complete collection of powerful project tools with a cloud-based web app and dashboard that gives you up-to-the-minute insight into the status of your initiative, whenever and wherever you need it.

This combination helps you succeed at every step of the quality journey—from the start of every project through to the reporting of your entire initiative's impact.

## How Companion Works

Companion's desktop app provides the tools that teams need to execute improvement projects efficiently and consistently. As teams work through their projects, critical data automatically rolls up to Companion's cloud-based web app and dashboard, enabling executives and stakeholders to quickly assess the status of their improvement initiative or individual projects relative to goals.



Best of all, since the Companion dashboard updates automatically, team members have more time to complete critical tasks instead of creating reports or updating information in a separate tracking database.

Companion's desktop app and dashboard work together to help you not only boost the bottom line, but also demonstrate your success to the people who need to know.

# The Companion Desktop App

The Companion desktop app helps teams complete projects more efficiently, use consistent methodologies and metrics, and devote more time to the completion of critical, value-added project tasks.

It delivers a comprehensive set of integrated project tools, all in an easy-to-use interface.

The screenshot shows the Companion Desktop App interface. On the left is the 'Project Manager' sidebar with sections for Management, Roadmap, Define, Measure, Analyze, Improve, and Control. The 'Define' section is currently selected. The main workspace on the right displays the 'Project Today' dashboard for 'Medical Claims Processing'. It includes sections for Project Status & Progress (with status 'In Progress', start date 1/7/2017, due date 3/31/2017, 72 days in progress, and 11 days until due), Current Phase (DMAIC - Control), and Phase Data (a table showing three phases: Define, Measure, and Analyze with their respective start and end dates and durations). Two orange arrows point upwards from the 'Project Manager' and 'Workspace' labels towards the respective sections in the screenshot.

## Project Manager

This window provides access to high-level project data. It also includes the Roadmap™, which shows the phases and specific tools used to organize and complete projects.

## Workspace

This is where team members work with individual tools. The workspace always displays the currently active tool.

## The Project Manager

The Project Manager offers instant access to project data and tools. It includes the following components:

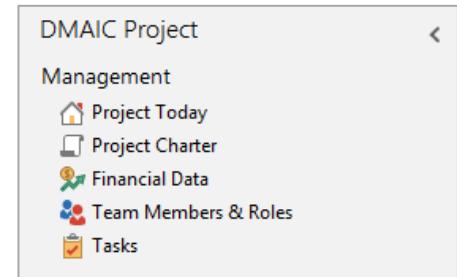
**Project Today:** Provides a snapshot of overall project status, health and phases.

**Project Charter:** Defines the project and its benefits, and is updated as the project progresses.

**Financial Data:** Records the project's financial impact in terms of annualized or monthly hard and soft savings.

**Team Members and Roles:** Compiles contact and role information for each member of the project team. Easily imports contacts from Microsoft Outlook and from your Companion subscription user list.

**Tasks:** Outlines the actions required to complete the project. Enables team leaders to identify and assign responsibilities, set priorities, and establish due dates.

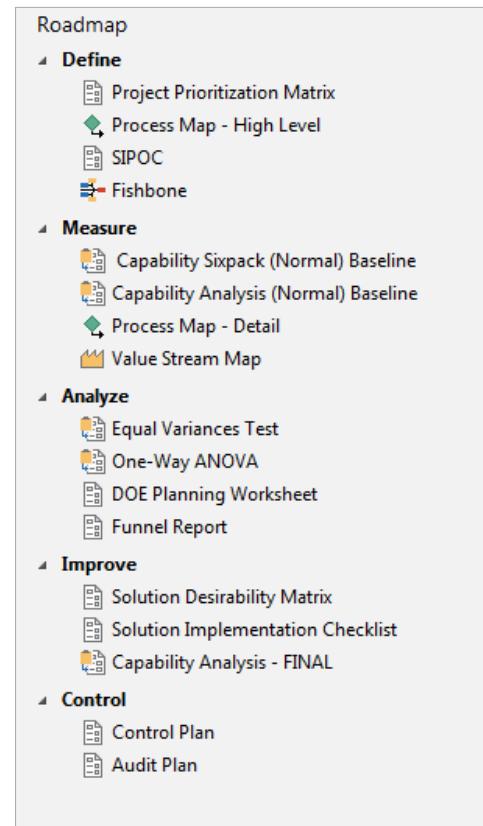


## Roadmap™

Companion's Roadmap™ feature gives teams a clear path to execute and document each phase of their projects.

The Companion desktop app includes Roadmap templates based on common continuous improvement methodologies, including DMAIC, Kaizen, QFD, CDOV, PDCA, and Just Do It.

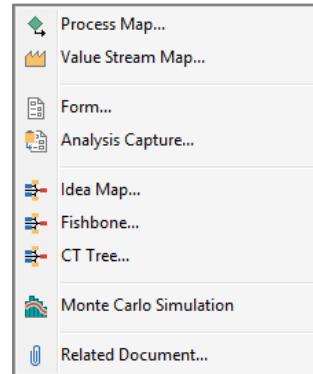
Since many organizations use their own methods, metrics, and KPIs, we've made it simple to create or customize Roadmaps for your organization's unique approach to improvement.



## Powerful project tools, all in one place

Companion's desktop app includes a full set of easy-to-use tools, such as:

- Value stream map
- FMEA
- Process map
- Brainstorming
- Monte Carlo simulation
- And many more.



As teams add specific tools to their project file, they appear within the selected phases of a Roadmap.

You can even customize or build tools from scratch for processes or methods unique to your organization.

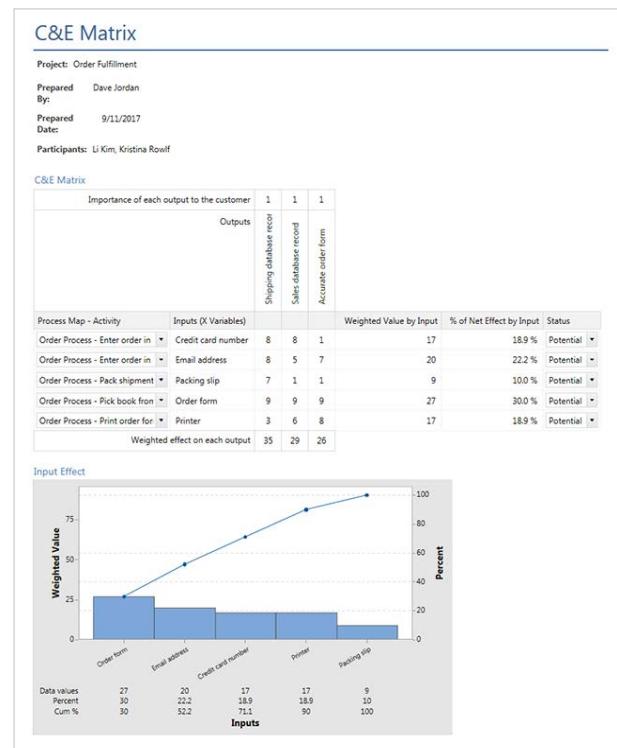
## Data sharing in forms and tools

The tools within the Companion desktop app are smart and integrated.

Information you add in one tool can be used in other tools, so you only need to type it once—no more redundant entry of the same information into multiple documents and applications!

For example, as you complete a C&E Matrix, you can import the variables you previously added to a process map. And as you rate the importance of the inputs relative to the outputs in the matrix, Companion calculates the results to build a Pareto chart on the fly.

You can easily create forms that include your own custom charts and calculations, too.



Data values	Percent	Cum %
27	30	30
20	22.2	52.2
17	18.9	71.1
17	18.9	89.0
9	10	100

# The Companion Web App

The Companion web app works in concert with the desktop app to maximize the benefits of your improvement initiative, and provide unparalleled insight into its impact on KPIs and the bottom line.

The web app consists of three components: the project repository, the dashboard, and the design center.

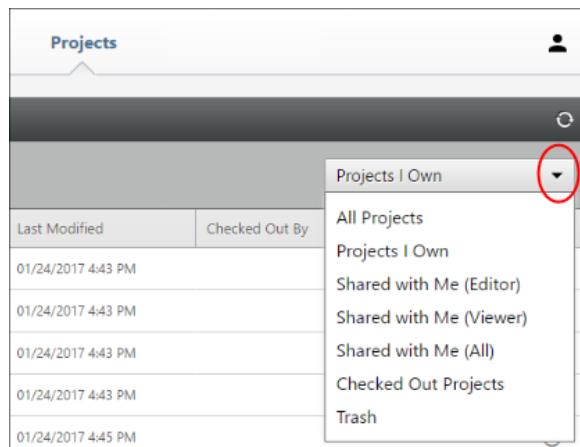
## The project repository

Companion's project repository is a secure, centralized storage system that houses all of your organization's individual improvement projects, and can be accessed from anywhere.

The repository makes it easy for project owners and administrators to grant or revoke access rights to projects, and to include and exclude projects from dashboard reports.

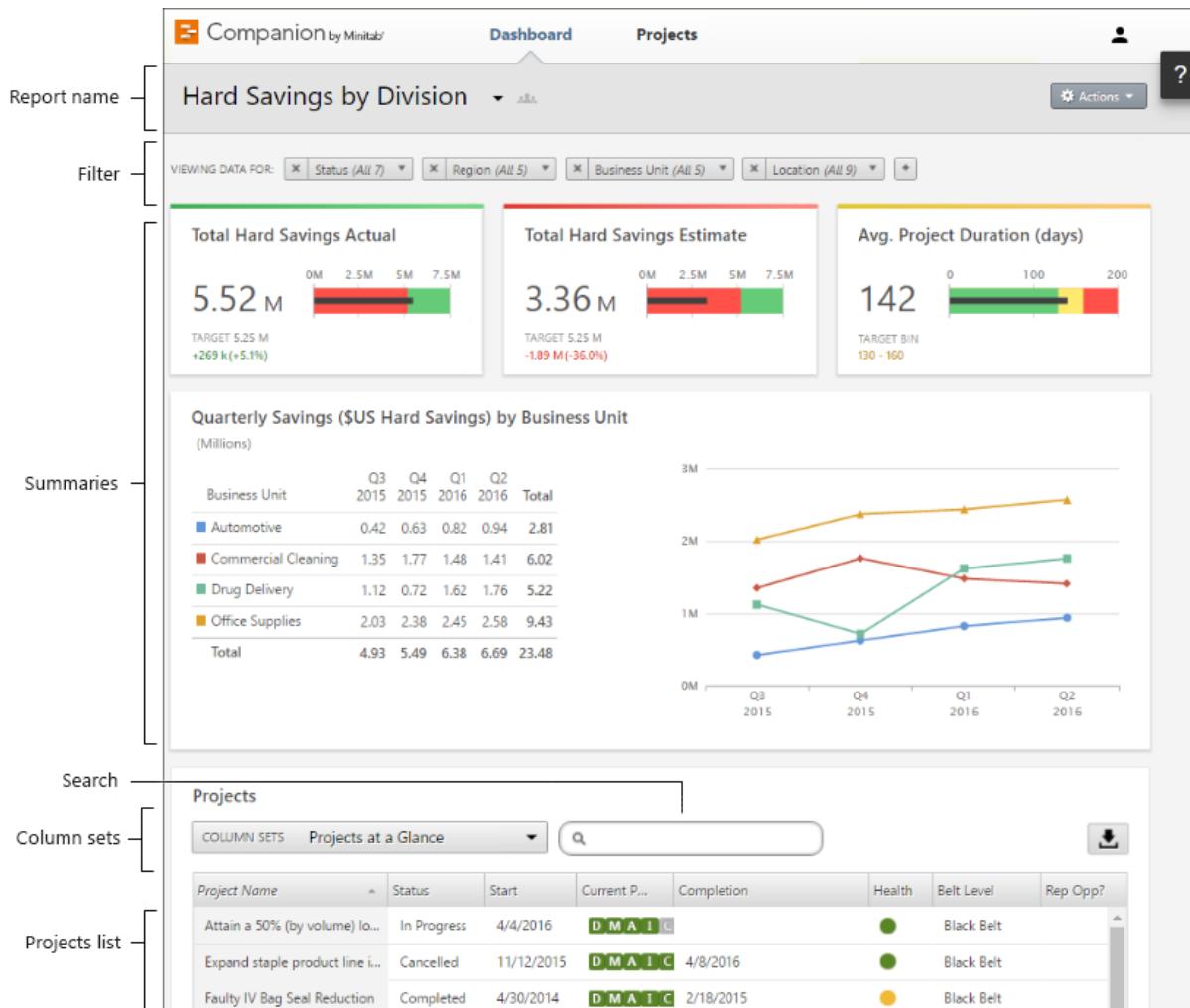
Projects				
		Move	Delete	Share
		Email	Exclude from Dashboard	
	Name	Last Modified	Checked Out By	
<input type="checkbox"/>	Dev Ops DMAIC Project	03/22/2017 10:21 AM		(i)
<input type="checkbox"/>	Drug delivery patch development	03/22/2017 9:24 AM		(i)
<input checked="" type="checkbox"/>	Grinding Disc Scrap Reduction	03/22/2017 9:27 AM		(i)
<input type="checkbox"/>	Intake Simplification	03/22/2017 9:23 AM		(i)
<input type="checkbox"/>	On-time custom order delivery	03/22/2017 9:27 AM		(i)

In addition, you can use filters to easily show all projects, projects you own, or projects that have been shared with you, making it easy for you to find projects you are a part of.



## The dashboard

Companion's dashboard draws on the data from projects stored in the repository to provide a dynamic graphical summary of your program. See financial summaries, status reports, project impacts, progress toward set targets, and more. View your entire initiative, or select and focus on specific projects, teams, or divisions. You can access the dashboard wherever and whenever you need to, from any Internet-connected computer, tablet or device.



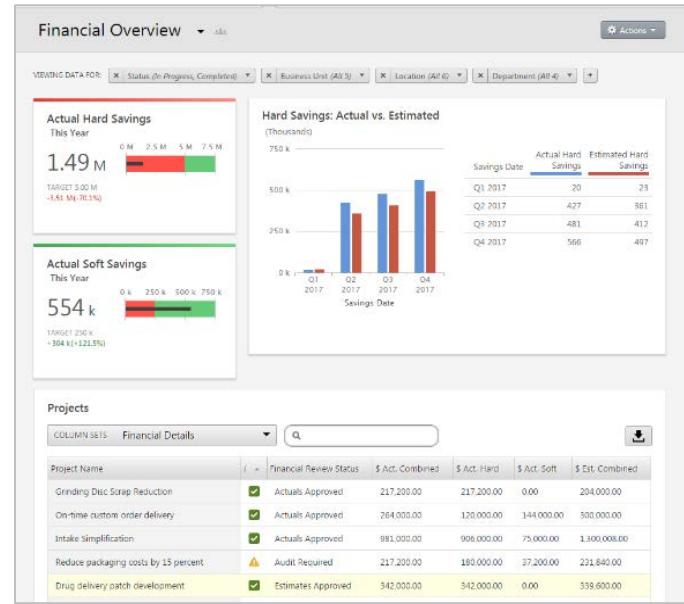
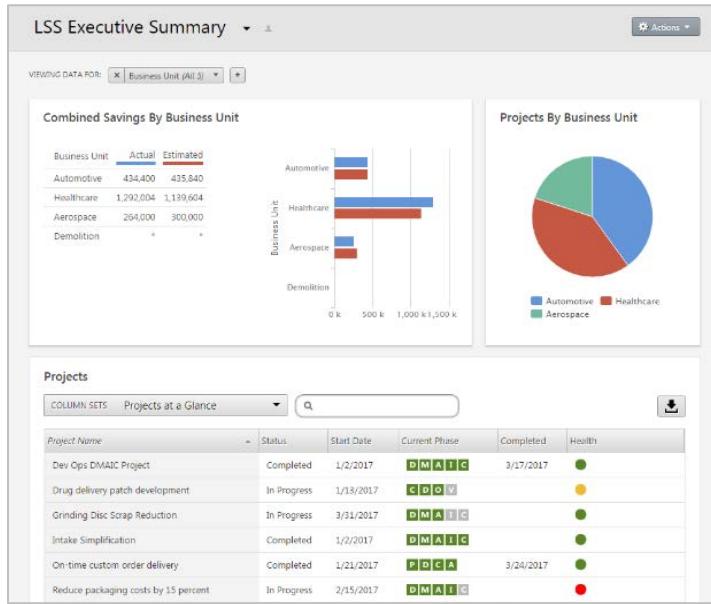
Component	Description
Report	A collection of filters, summaries, and column sets.
Filter	Allows you to focus on a subset of projects, based on a condition, such as region, location, or project status.
Summary	Displays aggregate project data, such as the number of projects in each division, the average duration of projects, or the total project savings by quarter. Also displays optional targets.
Column Set	Determines the fields that are displayed for each project in the project list.
Project List	Displays a list of all projects meeting the current filter's criteria.
Search	Allows you to perform a keyword search against any of the projects that meet the current filter's criteria.

## Tailor-made reports

You can create an unlimited number of dashboard reports on different aspects of your initiative. Create reports that include only projects from specific facilities, as well as reports that summarize information from across the organization.

It's simple to create a report for your executives that shows exactly the data they want to see...

...while also creating a report for your finance department showing savings by quarter or by year:



Any report can deliver as much or as little detail as needed.

## Public and private reports

Companion supports the creation of public reports, which enable everyone in your subscription to see important information.

You can also create private reports available only to you, which display precisely the information you want to see, the way you want to see it.

The 'Financial Overview' report includes two main sections: 'My Projects' and 'Financial Overview'.  
The 'My Projects' section is labeled as a 'Private Report' and includes a link to 'Projects I'm leading or mentoring'.  
The 'Financial Overview' section is labeled as a 'Public Report' and includes a link to 'with Business Unit and Belt Level slices'.

## Custom column sets

The dashboard's project list enables you to create multiple column sets that summarize project data in useful ways. For example, use one column set to display project status.

Projects

COLUMN SETS Projects at a Glance

Search

Download

Project Name	Status	Started	Current Phase	Completed	Health	Replicate?
Dev Ops DMAIC Project	Completed	1/2/2017	D M A I C	3/17/2017	Green	?
Drug delivery patch development	In Progress	1/13/2017	C D O V		Yellow	
Grinding Disc Scrap Reduction	In Progress	3/31/2017	D M A I C		Green	✓
Intake Simplification	Completed	1/2/2017	D M A I C		Green	?
On-time custom order delivery	Completed	1/21/2017	P D C A	3/24/2017	Green	✓
Reduce packaging costs by 15 percent	In Progress	2/15/2017	D M A I C		Red	✓

Use another to look at financial information such as hard and soft savings, costs, and net savings.

Projects

COLUMN SETS Financial Details

Search

Download

Project Name	Financial Review Status	\$ Act. Combined	\$ Act. Hard	\$ Act. Soft	\$ Est. Combined
Intake Simplification	Actuals Approved	12,075,000.00	12,000,000.00	75,000.00	1,300,008.00
Grinding Disc Scrap Reduction	Actuals Approved	217,200.00	217,200.00	0.00	204,000.00
On-time custom order delivery	Actuals Approved	264,000.00	120,000.00	144,000.00	300,000.00
Reduce packaging costs by 15 percent	Audit Required	217,200.00	180,000.00	37,200.00	231,840.00
Drug delivery patch development	Estimates Approved	342,000.00	342,000.00	0.00	339,600.00
Dev Ops DMAIC Project	Unreviewed	575,004.00	500,004.00	75,000.00	520,008.00

## Powerful search capabilities

The dashboard's search view lets you quickly find projects that contain a keyword or phrase. For example, if you search for "patient wait time," the dashboard will return all of the projects in the project list that contain that phrase.

Keyword Search

VIEWING DATA FOR: All Projects

Projects Showing results for reduce costs

COLUMN SETS Financials

Search: reduce costs

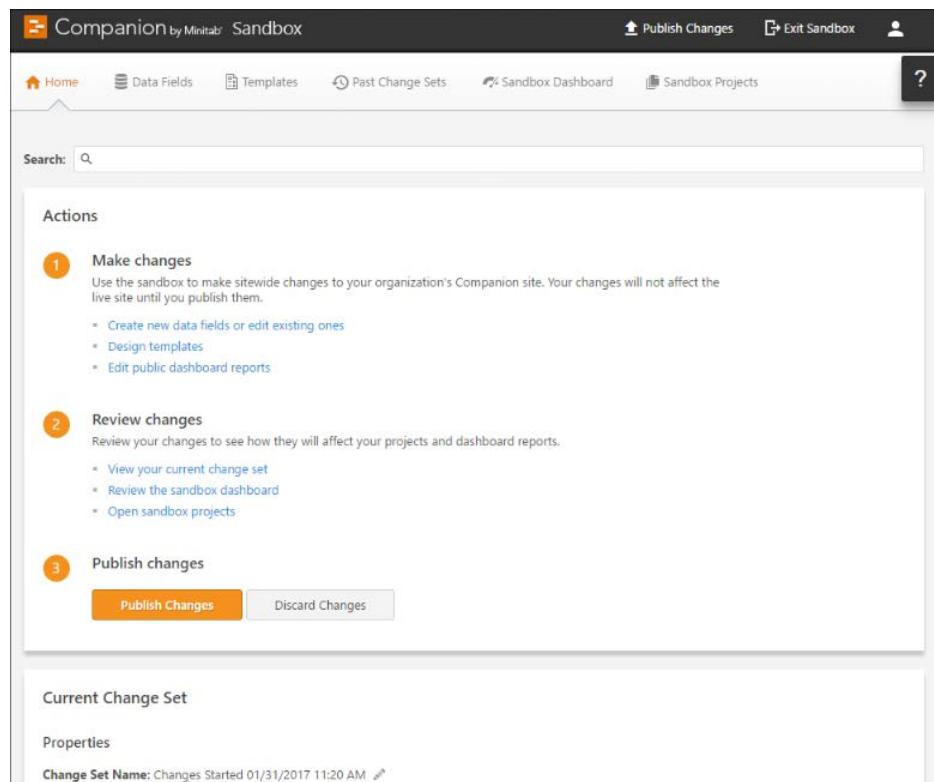
Project Name	Financial Review Status	Replicable?	\$ Act. Combined
Drug delivery patch development	Estimates Approved		342,000.00
Grinding Disc Scrap Reduction	Actuals Approved		217,200.00
On-time custom order delivery	Actuals Approved		264,000.00
Reduce packaging costs by 15 percent	Audit Required		217,200.00

## The design center

When you deploy Companion, your data architects customize your subscription to reflect your improvement methodology. But as organizations and processes evolve, so will your needs. Companion's design center makes it easy to edit and create templates, forms, tools, and data fields.

The design center automatically tracks the changes you make, so you know what was changed and when.

Best of all, even while your data architect is updating project templates, data definitions, and forms, there is zero downtime for your users.



The screenshot shows the Companion by Minitab Sandbox interface. At the top, there are navigation links: Home, Data Fields, Templates, Past Change Sets, Sandbox Dashboard, and Sandbox Projects. On the right, there are buttons for Publish Changes and Exit Sandbox. Below the navigation is a search bar. The main area is titled "Actions" and contains three numbered steps: 1. Make changes, 2. Review changes, and 3. Publish changes. Step 1 has a sub-section for creating new data fields or editing existing ones, designing templates, and editing public dashboard reports. Step 2 has a sub-section for viewing the current change set, reviewing the sandbox dashboard, and opening sandbox projects. Step 3 has a "Publish Changes" button and a "Discard Changes" button. At the bottom, there is a section for the "Current Change Set" with a properties table and a note that changes started on 01/31/2017 at 11:20 AM.

## How can I get Companion?

Contact us to explore how Companion by Minitab might benefit your improvement initiative.

*The Companion desktop app is available as a standalone application, or as part of the complete Companion platform. Learn more at [CompanionByMinitab.com](http://CompanionByMinitab.com).*



Minitab® Quality. Analysis. Results.® and the Minitab logo are registered trademarks of Minitab, Inc., in the United States and other countries. Additional trademarks of Minitab Inc. can be found online.

Copyright © 2017 Minitab, Inc. All Rights Reserved.