

Q-FSDP Analyst

QUICK START GUIDE

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Acknowledgments

The author wishes to thank Professor Shoji Shiba sincerely for being his guru, guide, and mentor for over two decades. He inspired the author to make the *Q-FSDP Analyst* and guided him with his wisdom throughout the GPT's evolution.

The development of *Q-FSDP Analyst* GPT was only possible with the active involvement, hard work, and noble contribution of the members of the Study Group formed to find potential bugs, check user experience, create new use cases, and help fine-tune the *Analyst*. The author is indebted to the Study Group members Sandeep Guram, Yakama Kumar, Avinash Lohia, Kalpana Narain, Senthil Raja, Nitin Sharma, M. Subburajan, V. Sudhir, and S. K. Vijay for their enthusiastic championship and tiresome work. They have contributed immensely to actualizing an AI tool that can help practitioners quickly realize the enormous power of Professor Shiba's Quick Five-Step Discovery Process.

Q-FSDP Analyst GPT

QUICK START GUIDE

The powerful *Q-FSDP Analyst GPT*¹ is now readily accessible to all ChatGPT users².

This availability empowers you to harness AI's potential in your concept creation process.

This document provides a quick guide to using the *Q-FSDP Analyst*. It is meant for VLFM/CSM Community members with prior knowledge of Professor Shoji Shiba's Quick Five Step Discovery Process (Q-FSDP) and the skills to use it.

For information about the Quick Five-Step Discovery Process, please refer to its manual³, published by JICA and CII.

Refer to the *Q-FSDP Analyst User Manual* for detailed information about the GPT.

¹ The *Q-FSDP Analyst GPT*, also sometimes called the *Analyst* in this Guide, is a Generative Pre-trained Transformer powered by OpenAI, which runs on the ChatGPT Platform.

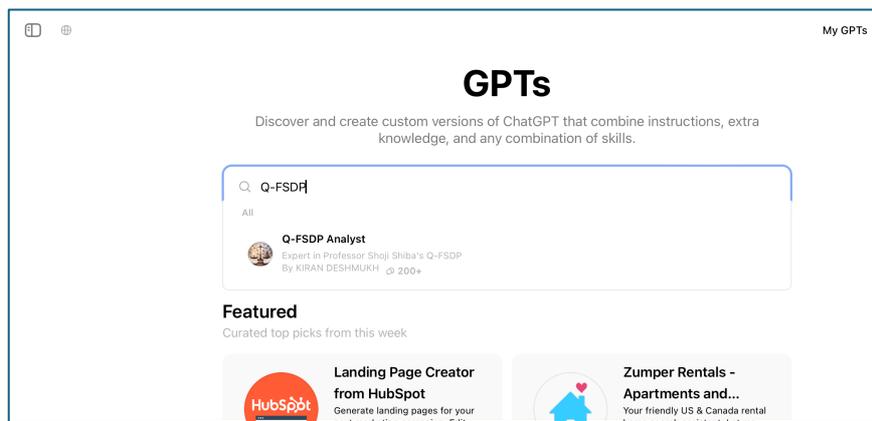
² OpenAI imposes certain usage limits depending on the type of user: Free, Plus, Team, or Enterprise. Additionally, there may be differences in how the *Q-FSDP Analyst* behaves using different models, making the experience of Free users less performant than on the paid tiers.

³ Deshmukh, K. (2015), "The Quick Five-Step Discovery Process (Q-FSDP) Manual" Japan International Cooperation Agency (JICA) and Confederation of Indian Industries (CII).

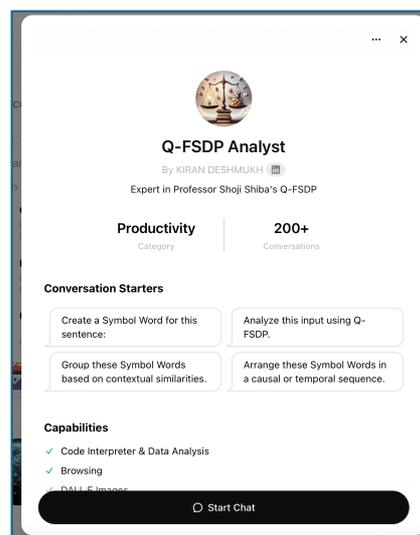
1. Getting Started

Open ChatGPT. You may be prompted to log in. Select 'Explore GPTs' from the left-hand panel.

Type 'Q-FSDP' in the Search GPTs window. Q-FSDP Analyst will appear in the drop-down window.



Click on 'Q-FSDP Analyst,' and the following window will appear:

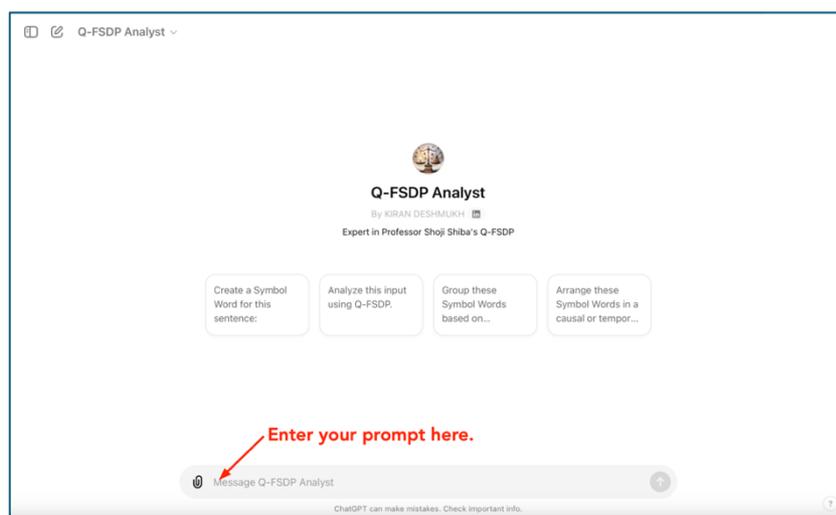


Click 'Start Chat' to start a conversation with the *Q-FSDP Analyst* GPT.

After starting a conversation with the *Analyst* for the first time, the *Q-FSDP Analyst* GPT will be available in the left-hand panel of ChatGPT.

To start using the *Analyst*, follow these steps:

1. Open ChatGPT.
2. Select *Q-FSDP Analyst* from the left-hand panel (if necessary).
3. Type a prompt that relates to the Q-FSDP tool.



*Example [Prompt]:*⁴ “A team of VLFM Participants visited XXX Plant and made observations. The analysis theme is "What are the challenges/weaknesses that you have observed at the XXX Plant?" I will provide you with the observations in a Word file. You will process the information from that file. If you have understood, say yes.”

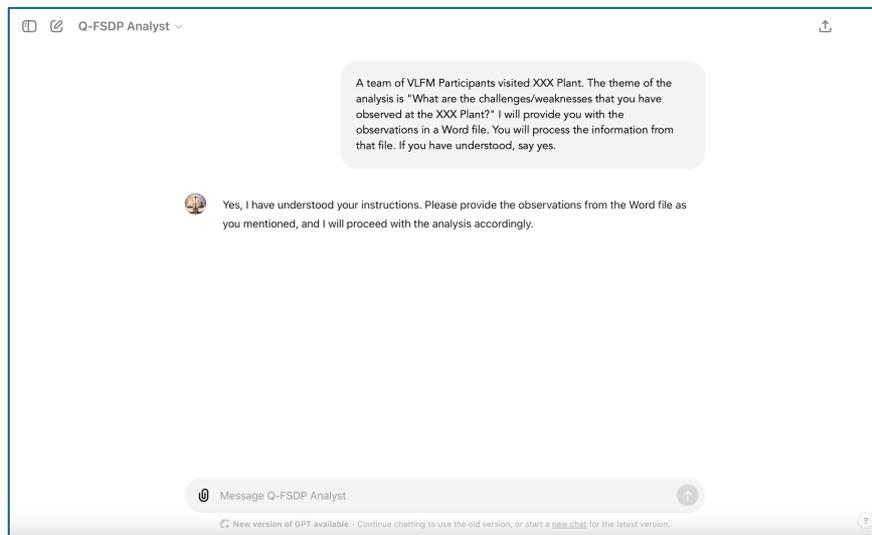
4. Press “Enter” on your keyboard or click the send icon. The *Analyst* will generate the result as an answer to your prompt.

*Example [Answer]:*⁵ “Yes, I have understood your instructions. Please provide the observations from the

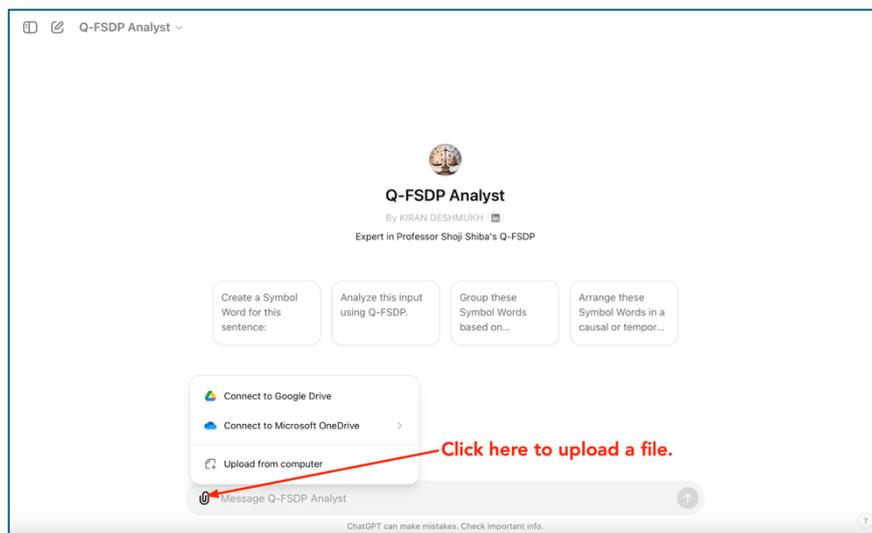
⁴ Examples are provided only as a guide. The User should use their prompts based on their own experience and knowledge.

⁵ The *Q-FSDP Analyst* may provide different answers for the same prompt each time. Please treat the example answers as a guide only.

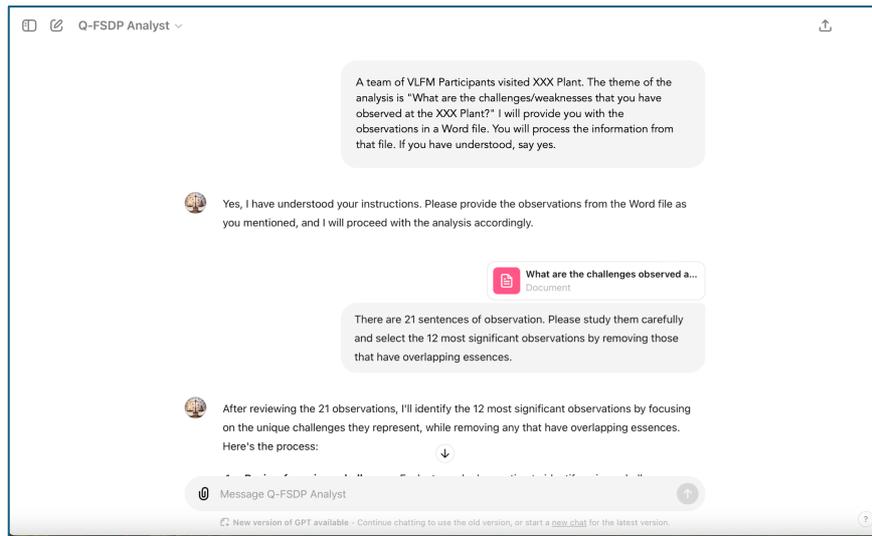
Word file as you mentioned, and I will proceed with the analysis accordingly.”



5. You can upload a file (Word, Excel, CSV, or a picture such as JPEG or PNG) by dragging and dropping it into the conversation or clicking the attach (clip) icon as displayed below.



Continuing with the earlier example, we could upload the Word file containing the statements of facts from our observations at the XXX Plant and provide this prompt: “There are 21 sentences of observation. Please study them carefully and select the 12 most significant observations by removing those that have overlapping essences.”



6. As demonstrated above, prompts, files containing information, and images can be given to the *Q-FSDP Analyst* as input. The *Analyst* will process that information according to the instructions provided in the prompt and give appropriate output.

The following section provides detailed steps for using the *Q-FSDP Analyst* to conduct Professor Shoji Shiba's Quick Five-Step Discovery Process (Q-FSDP).

2. Using the *Q-FSDP Analyst*

1. Decide the theme of the analysis.
2. Input to the *Q-FSDP Analyst* is what the User has experienced (what has been heard or observed) in Shoji Shiba's Fishbowl⁶. The User can take notes of what they have listened or observed in the fishbowl. Statements from such notes can be an input. Using technology, we can even provide the *Analyst* with the transcript of what was said or pictures of what was observed in the fishbowl. Use Table 1 to prepare the file (or files) based on the input type: statements from the User's notes, speech transcript, or pictures of the observation.

Table 1

Input Type	File(s) to Attach or Drop
Statements	A Word or a PDF file containing the list of all the sentences. Other formats may also be accepted.
Speech	A Word or a PDF file containing the transcript of the speech. Other formats may also be accepted.
Observations	Images of the observations in any of the following formats: JPEG (or JPG), PNG, TIFF, PSD, PDF, EPS, or RAW. Other formats may also be accepted.

3. Invoke the *Q-FSDP Analyst* by selecting it from ChatGPT's left-hand panel and begin a new conversation. Inform the *Analyst* of the theme of the analysis and how you will provide the input in your first prompt.

Example: "I visited AAA Company's ZZZ factory and made several observations. Today's analysis theme is

⁶ Shiba, S., and Walden, D. (1993) "Four Practical Revolutions In Management" Productivity Press, New York, NY. ISBN 1-56327-217-2, pp. 230-232.

“What are the impressions of the factory ZZZ?” Say yes if you have understood this.”

4. Once the Analyst responds with a ‘Yes,’ provide the input as explained in Table 2 (next page).
5. After following all the steps in Table 2, you will have completed Step 4 (‘Creating SD Model’) of Q-FSDP.
6. To make a comprehensive SD Diagram, you might ask for missing Symbol Words, if any.

Example: “Determine if there are any missing Symbol Words from the above Groups. If you find any, please add them to the corresponding Group(s) and insert them in the appropriate position. Restate the Grouping, Cycle Names, and Symbol Words in each Cycle, including the missing Symbol Words. Identify the symbol words you added with an asterisk (*).”

7. Using the obtained output, you can make the SD Diagram. You might use third-party apps or GPTs⁷ to draw the SD Diagram or choose to make it manually. If you use a third-party app or GPT, please follow the instructions provided by the maker of that software and OpenAI. If invoked from within the *Q-FSDP Analyst*⁸, close the third-party application before moving to the next step.
8. Ask the *Q-FSDP Analyst* to prepare the overall conclusion from the analysis.

Example: “Make the overall conclusions of this analysis.”

9. Ask the *Analyst* for the next steps.

⁷ Several graphic tools are available. We suggest that the User try the Lucid Chart App or Lucid GPT. The *Analyst* may be prompted to prepare instructions for drawing the SD Diagram using the Lucid GPT. These instructions may be copied and used to draw the Diagram in the Lucid Chart App or the Lucid GPT. Some editing will be required by the User before a correct SD Diagram is created.

⁸ The Lucid GPT can also be invoked from within the *Q-FSDP Analyst* by typing @Lucid. If any graphic GPT was invoked from within the *Q-FSDP Analyst*, it must be closed before any new instructions are given to the Analyst.

Table 2

I/O ⁹	Statements	Speech	Observations
I	<Upload the file>		"I will upload 58 images one by one. Please observe them and make a sentence of fact for each image. Say yes if you have understood this."
	"Here is the file containing 64 statements of fact. Please read them carefully and extract 12 statements that contain the essence"	"This file is a podcast transcript titled "TTT." Please extract 30 key sentences verbatim from PPP's talk that capture the essence of what (s)he is saying."	<Upload image files one by one after receiving the 'yes' response>.
O	[12 sentences]	[30 sentences]	[58 sentences ¹⁰]
I		"Great! Now extract the twelve most critical sentences from these thirty."	"Great! Now extract the twelve most critical sentences from these 58."
O		[12 sentences]	[12 sentences]
I	"Now please make twelve Symbol Words from the 12 sentences"		
O	[12 Symbol Words]		
I	"Group the Symbol Words, name each group by its Cycle Name, and arrange the Symbol Words in appropriate order in the corresponding group (Cycle)."		
O	<p>"Here are the grouped Symbol Words with appropriate Cycle Names and arrangement:</p> <p>Cycle Name 1: ...</p> <ul style="list-style-type: none"> • ... • ... • ... • ... <p>Cycle Name 2: ...</p> <ul style="list-style-type: none"> • ... • ... • ... <p>Cycle Name3: ...</p> <ul style="list-style-type: none"> • ... <p>..."</p>		

⁹ Indicates whether it is an Input (I), the User's prompt, or an Output (O), an answer from the GPT.

¹⁰ The 58 statements of observations will be given after each file upload, one by one.

Example: “What should an organization do to implement what was learned from this analysis?”

10. Ask other follow-up questions as found fit.

3. Hints and Tips

1. Always be detailed and specific in your prompts. Give sufficient context for the *Analyst* to complete the task. Describe the desired task in detail.
2. Iteratively improve your prompt. Consider why the result does not give the desired output. Refine your prompt and repeat.
3. When uploading a file, follow one of the following two approaches:
 - a. Prompt the *Analyst* with details of the file you will upload and explain clearly what it should do with the information in the file. End the prompt with this sentence: “If you have understood this, say yes.” Once you get the ‘yes’ response from the *Analyst*, upload the file.
 - b. Upload the file and say in the prompt (before hitting the “Enter” key) about the file’s content and what the *Analyst* should do with it in detail.
4. When prompted with a question, the model can respond in various ways far from the User’s intent. The *Q-FSDP Analyst*’s quality of work depends on the prompts provided, so the User must be careful.
5. If an answer provided by the *Analyst* is incorrect, irrelevant, or absurd, it is best to prompt the *Analyst* with an appropriate response. In the rare case when your prompt cannot correct the *Analyst*, please end the conversation and start an entirely new dialogue with the *Analyst*.

4. Important Notes

1. The *Q-FSDP Analyst* GPT is a Generative Pre-trained Transformer powered by OpenAI, which runs on the ChatGPT Platform.
2. Q-FSDP and the *Q-FSDP Analyst* are tools. The *Analyst* must be used with prudence and discernment. Before implementation, it is essential to understand the tool's purpose, limitations, and potential impact.
3. ChatGPT is still unreliable (it “hallucinates” facts and makes reasoning errors). It can also be confidently wrong in its predictions, not double-checking work when it’s likely to make a mistake.
4. ChatGPT's knowledge is not up-to-date, so it is largely unaware of current events or trends.
5. Even OpenAI can’t say definitively what ChatGPT does, does not know, and doesn’t entirely understand when it does or does not express confidence in incorrect assertions.
6. OpenAI imposes certain usage limits depending on the type of user: Free, Plus, Team, or Enterprise.
 - a. Free-tier users have limited access to the *Q-FSDP Analyst* as capacity permits. GPT-4o rate limits for free users are shared between GPTs and ChatGPT. So when you hit your text rate limit for GPT-4o, you won't be able to use the *Analyst* until your rate limit resets.
 - b. There may be differences in how the *Q-FSDP Analyst* behaves using different models, making the experience of Free users less performant than on the paid tiers.
7. OpenAI may use your content to train its models when you use the services for individuals. You can opt out of training through OpenAI’s [privacy portal](#) by clicking on “do not train on my content.” To turn off training for your *Q-FSDP Analyst* GPT conversations, follow the instructions in OpenAI’s Data Controls FAQ. Once you

opt out, new conversations will not be used to train OpenAI's models.

8. OpenAI doesn't use content from its business offerings, such as ChatGPT Team or ChatGPT Enterprise, to train its models. Please see OpenAI's [Enterprise Privacy page](#) for information on how it handles business data.
9. The creator of the *Q-FSDP Analyst* GPT cannot access user conversations with the *Analyst*. For further details and updates on data privacy, please refer to OpenAI's official [Privacy Policy](#) and [Terms of Use](#).