1. What is a Pareto Chart?
   - A Pareto Chart is a bar graph used to graphically display the relative importance of each category in a group of data based on the frequency, importance, or cost.
   - Pareto analysis is based on the Pareto Principle, or 80/20 rule, which is the idea that 20% of the causes generate 80% of the results.

2. Why use a Pareto Chart?
   - To analyze data about the frequency of issues in a process.
   - Displays the relative importance in a simple visual format.
   - Allows the focus of continuous improvement efforts on the issues that are the most significant.
   - Easily communicate issues and causes to others.
   - Helps the team focus on the issues that will have the greatest impact if solved.

3. What factors are critical to Pareto Charts?
   - Use real data.
   - The categories represented on the chart are related and grouped appropriately.
   - Each category is measured in the same units; frequency, quantity, cost, or time.
   - Categories are arranged based on total, with the highest on the left.
   - The most important unit of measurement is used to measure and display the data.
   - Other detail can be added to the chart, such as, percent of total or before and after data.
   - Include the source of the data on the chart. Indicate time period, location, and source of the data.

4. How are Pareto Charts used?
   - Identify the categories the data will be grouped into.
   - Determining the goal of the Pareto Chart will help determine categories.
   - What unit of measurement is most appropriate for the categories you are analyzing?
   - If you have trouble determining the best unit, consider measuring multiple ways using frequency, quantity, cost, or time.
   - What time period will the chart represent; day, week, month, year?
   - The time period should be appropriate, longer doesn’t always mean better data.
   - Collect data by category,
   - Use existing data, if available.
   - Sort the categories in order based on the total of the appropriate measurement unit.
   - List the categories in descending order, starting at the left, along the X-axis
   - The Y-axis of the chart is the measurement unit.
   - Draw the bars to represent each category.
   - Generally the tallest bars represent the most frequent or costly issue.
   - The most frequent or expensive issue is not always the most important