



## Relations Diagram Template Instructions

- Using Microsoft Word, the template contains an empty relations diagram with 6 elements that have been placed in a circle.
- Should you require more than 6 elements, make sure the Drawing toolbar is open in Word, select an element box (which is grouped together with arrow counting box above it), press Ctrl + D to duplicate it, and move it to an appropriate location. After increasing the number of elements, you will also have to rearrange the location of the existing elements, but their exact position is not important as long as you place them apart to be able to draw lines between them.
- The boxes with elements scale to the length of the text that you replace “Element 1”, “Element 2”, etc., with.
- Write the name of the elements in the boxes.
- When adding impact direction arrows to the diagram, duplicate as many copies as required from the one arrow already given in the diagram. Using the mouse, the arrows can be moved around in the diagram and you can easily change their direction and length.
- Finally, count the number of arrows in each direction and replace x/y with the sums above the element boxes.

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Template and instructions excerpted from [Root Cause Analysis: Simplified Tools and Techniques](#), by Bjørn Andersen and Tom Fagerhaug.

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