

## 1 Problem Statement

## Current Structure

Concisely describe what is happening to what, how many and how often:

Rewrite the **Problem Statement**

**Physical:** Work space, equipment, layout.....



What does currently look like?

**Organizational:** Roles, responsibilities, resources.....



How are the current responsibilities arranged?

**Process:** Practices, procedures, policies.....



How is it currently done?

**Communication:** Written, verbal, visual



How does the current communication work now?

## 2 Brainstorm Causes

## Prioritize Causes

Brainstorm the greatest potential causes to this problem:

A.

B.

C.

D.

E.

Prioritize the above list that could be adjusted to lead to the most improvement



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Potential Solution (s)

Future Structure

Potential Solution(s):

What is the forecasted improvement to your baseline measurable?

**Physical:** Work space, equipment, layout.....



What changes are needed?

**Organizational:** Roles, responsibilities, resources.....



Describe the changes and who will be impacted?

**Process:** Practices, procedures, policies.....



Clearly list the steps.

**Communication:** Written, verbal, visual



Who needs to know and why? How will you effectively share?

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Potential Barrier(s)

Implementation Steps

Brainstorm potential implementation barriers:

A.

B.

C.

D.

List your action steps to move this potential solution forward:

*Step 1.*

*Step 2.*

*Step 3.*

Unintended consequences: If implemented, what may become worse?