

## 1 Problem Statement

## Current Structure

Concisely describe “what is happening to what”, “how many/much” and “how often”:

A concise problem statement must pass the check list with a **“YES”** for each question.

- | YES                      | NO                       |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Did you keep all solutions out of the problem statement? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does it clearly state how big the problem is?            |
| <input type="checkbox"/> | <input type="checkbox"/> | Does it have a measurable metric?                        |
| <input type="checkbox"/> | <input type="checkbox"/> | Does it impact our personnel or mission?                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have the ability to influence a solution?         |

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



What does it 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.

F.

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

### Structured Problem Solving



Print Name:

Company:

Date:

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Potential Solution:

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?

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?