

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.

Did you keep all solutions out of the problem statement?	YES	NO
Does it clearly state how big the problem is?	YES	NO
Does it have a measurable metric?	YES	NO
Does it impact our personnel or mission?	YES	NO
Do you have the ability to influence a solution?	YES	NO

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, with the highest priority given to those potential causes that could lead to the greatest 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?