

To :

Department :

A3 Report

From :

Date :

1 THEME

- Concise statement of what this A3 report is about.

2 BACKGROUND

- Relevant historical data and information.

3 CURRENT CONDITION

- Detailed description of the current situation (e.g. process flow, trend chart, Pareto analysis, gap identification and problem statement).

4 GOAL STATEMENT

- Specific goal to address the gap or future state from the current state.

5 ANALYSIS

- Depiction of analytical techniques to uncover the root causes of the problem or factors that affect the problem in the current state.
- Alternatively it may be a description of a proposed future state to achieve.

6 COUNTERMEASURES

- A summary of who will do what by when in order to resolve the problem situation or achieve the future state.

7 CHECK RESULTS

- Quantitative comparison of actual results versus your goal.

8 FOLLOW UP

- Summary of follow up action items (e.g. lessons learned, communication to other parties, training, standardization, or other areas).



Plan



Do



Check



Act