

# A3 Problem-Solving Template

|                  |          |
|------------------|----------|
| Title            | Title    |
| Start Date       | MM/DD/YY |
| Planned Duration |          |

## TEAM MEMBERS

| NAME | ROLE | NAME | ROLE |
|------|------|------|------|
| Name | Role | Name | Role |
| Name | Role | Name | Role |
| Name | Role | Name | Role |
| Name | Role | Name | Role |

## PROBLEM STATEMENT

|             |
|-------------|
| Description |
|-------------|

## CURRENT STATE

|             |
|-------------|
| Description |
|-------------|

## GOAL / TARGET STATE

|             |
|-------------|
| Description |
|-------------|

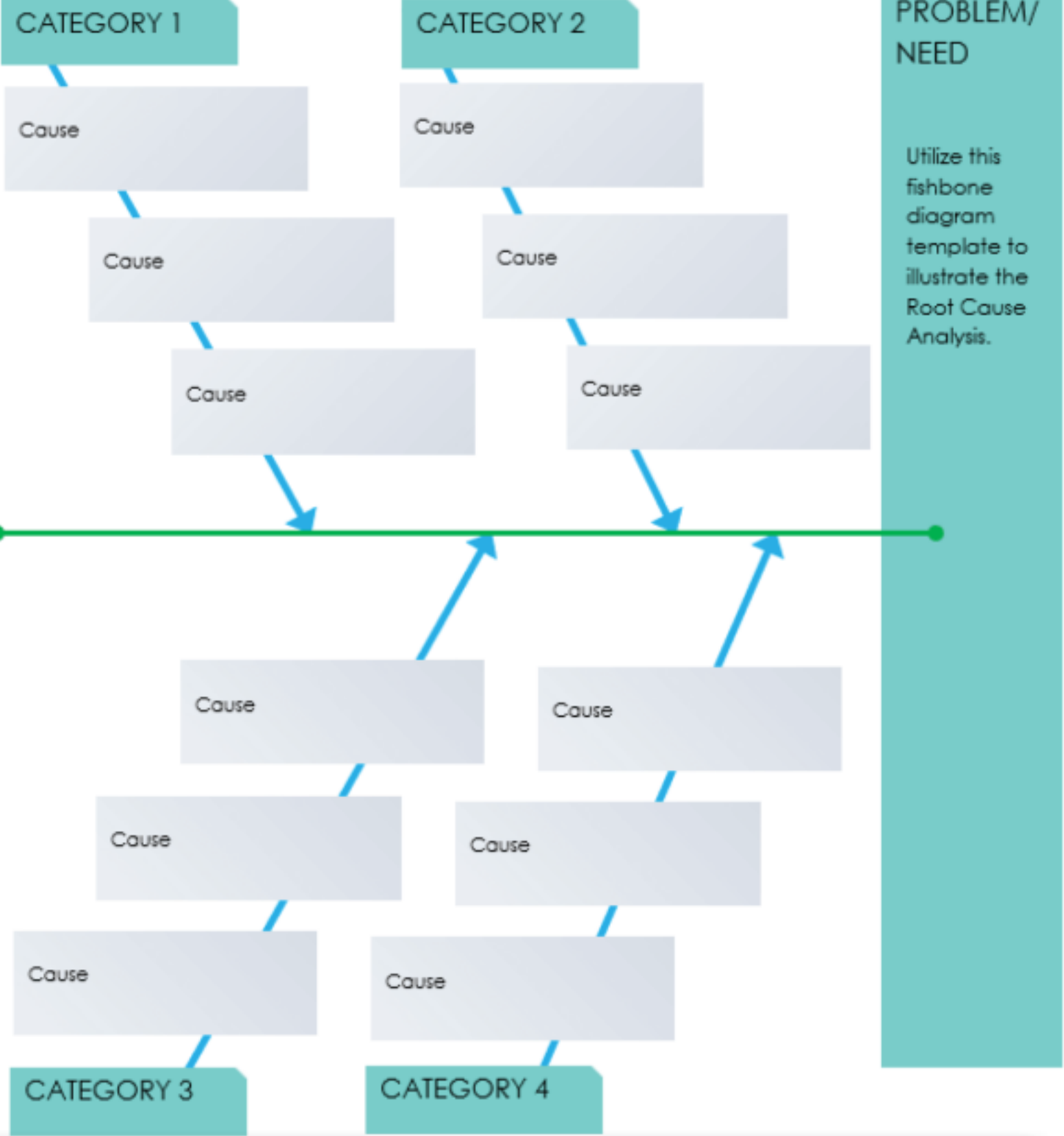
## ANALYSIS SUMMARY

|             |
|-------------|
| Description |
|-------------|

## COUNTERMEASURES

|                      |                      |                      |                      |
|----------------------|----------------------|----------------------|----------------------|
| List Countermeasures | List Countermeasures | List Countermeasures | List Countermeasures |
| List Countermeasures | List Countermeasures | List Countermeasures | List Countermeasures |
| List Countermeasures | List Countermeasures | List Countermeasures | List Countermeasures |

## ROOT CAUSE ANALYSIS



## IMPLEMENTATION PLAN

| ACTIVITY    | OWNER | START DATE | END DATE | DUE DATE | STATUS      | RESOURCES NEEDED |
|-------------|-------|------------|----------|----------|-------------|------------------|
| Description | Name  | MM/DD/YY   | MM/DD/YY | MM/DD/YY | In Progress | Description      |
| Description | Name  | MM/DD/YY   | MM/DD/YY | MM/DD/YY | On Hold     | Description      |
| Description | Name  | MM/DD/YY   | MM/DD/YY | MM/DD/YY | Complete    | Description      |
| Description | Name  | MM/DD/YY   | MM/DD/YY | MM/DD/YY | Not Started | Description      |

## FOLLOW UP

| ACTIVITY/ISSUE | WHO  | FOLLOW-UP DATE | STATUS      | OUTCOME/RESULTS | NEXT STEPS  |
|----------------|------|----------------|-------------|-----------------|-------------|
| Description    | Name | MM/DD/YY       | In Progress | Description     | Description |
| Description    | Name | MM/DD/YY       | On Hold     | Description     | Description |
|                |      |                | Complete    |                 |             |
|                |      |                | Not Started |                 |             |