

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

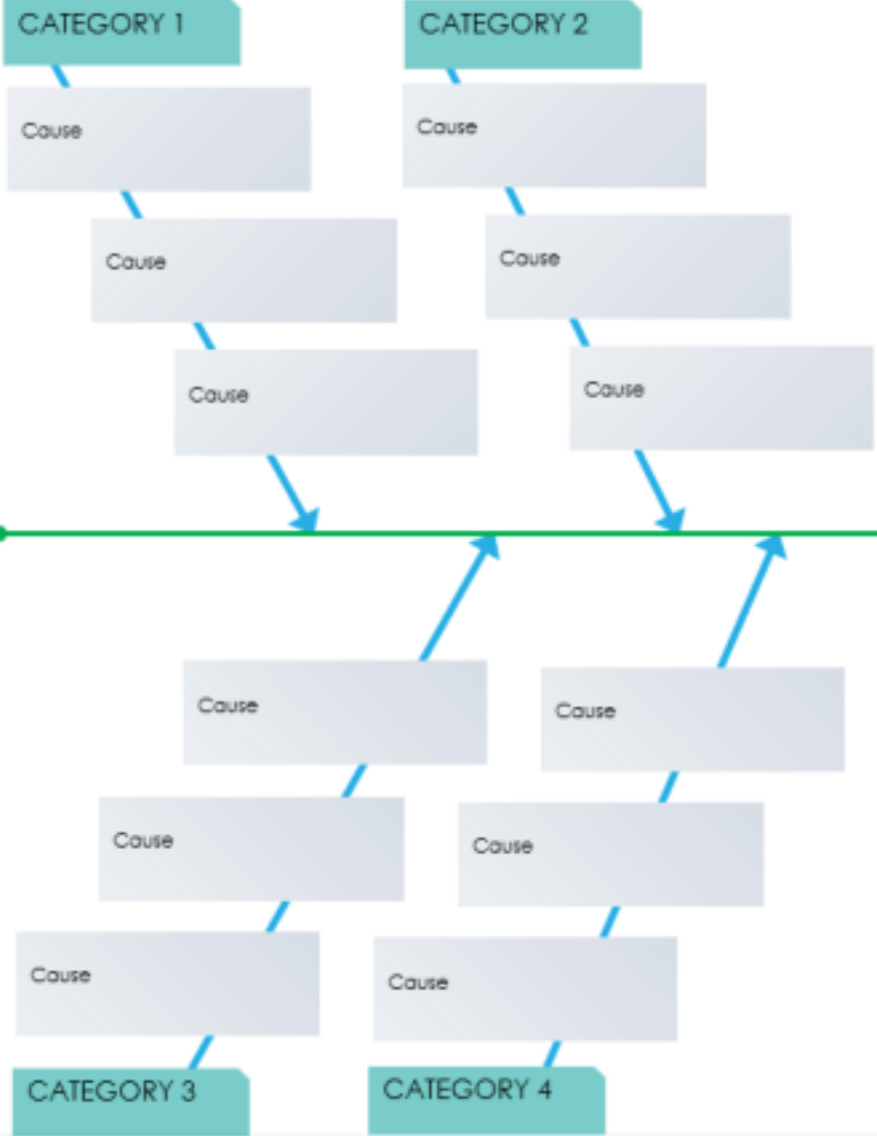
ANALYSIS SUMMARY

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



PROBLEM/ NEED

Utilize this fishbone diagram template to illustrate the 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		