

**Title of Problem:**

**Team:**

**Date:**

**Background/  
Current Situation**  
*Historical context of the situation., Relevant data. Define where we are – what’s the problem? What is the deviation from standard? What is the impact?*

**Action Items**  
*What are the specific actions proposed? Who will do what by when? What is the intended effect?*

**Goal**  
*From what? To What? By When? Establish where we want to be – target state.*

**Check**  
*How do we know if the action items are having impact? What is being monitored?*

**Analysis**  
*What is causing the current situation? How do you know? What other requirements, constraints and alternatives need to be dealt with? Provide a summary statement of the root cause and the appropriate countermeasures.*

**Follow up**  
*What standards are needed to sustain the improvement? What adjustments will enhance the results? Are there further improvements to recommend? Will any type of process monitoring need to continue?*

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