<table>
<thead>
<tr>
<th><strong>Title of Problem:</strong></th>
<th><strong>Team:</strong></th>
<th><strong>Date:</strong></th>
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**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?

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<tr>
<th><strong>Goal</strong></th>
<th><strong>Check</strong></th>
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From what? To What? By When?
Establish where we want to be – target state.

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?