

Problem Definition

A3 Problem Solving

Title	Start Date	Estimated Completion Date												
Problem Description	Problem Category <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border: 1px solid black; height: 20px;"></td> <td style="width: 33%; border: 1px solid black; height: 20px;"></td> <td style="width: 33%; border: 1px solid black; height: 20px;"></td> </tr> <tr> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> </tr> <tr> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> </tr> <tr> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> </tr> </table>													
Goal	Expected Benefits													

Cause Analysis

Cause and Effect and 5 Whys	Cause Analysis Summary (Prioritize in order of importance)

Corrective Actions

Corrective Actions and Quick Wins	Team members			
Priority		Name	Role	
Implementation Plan				
Activity	Who?	Start Date	Due To	Status

Result Summary

Result Summary (Including benefits obtained)	Follow-up Actions			
	What?	Who?	When?	Status