**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12133&utm_source=template-word&utm_medium=content&utm_campaign=A3+Problem-Solving-word-12133&lpa=A3+Problem-Solving+word+12133)Microsoft Word 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 | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  | | --- | | ROOT CAUSE ANALYSIS  CATEGORY 3  CATEGORY 4  Cause  Cause  Cause  Cause  Cause  Cause | |  |  |  |
| CATEGORY 1 | CATEGORY 2  Cause  Cause  Cause  Cause  Cause  Cause | Utilize this fishbone diagram template to illustrate the Root Cause Analysis. | PROBLEM/ NEED |
|  |  |  |  |
|  |  |  |  |

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

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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** | |  | |  | | | |

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