**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 |

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| --- | --- | --- | --- | --- |
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| ROOT CAUSE ANALYSISCATEGORY 3CATEGORY 4CauseCauseCauseCauseCauseCause |

 |  |  |  |
|  CATEGORY 1 | CATEGORY 2CauseCauseCauseCauseCauseCause | Utilize this fishbone diagram template to illustrate the Root Cause Analysis. | PROBLEM/NEED |
|  |   |   |   |
|   |   |   |   |

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| --- | --- | --- |
| 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 |

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| --- | --- | --- | --- | --- | --- |
| 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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