**Microsoft Word
A3 Proposal Template**

|  |  |  |  |
| --- | --- | --- | --- |
| BACKGROUND |  |  |  |
| What issues are we trying to resolve and why? |
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| CURRENT STATE |  |  |  |
| Describe the current situation and its limitations. |
|  |
| PROPOSAL |  |  |  |
| Detail the suggested solution or improvement idea. |
|  |
| BENEFIT ANALYSIS |  |  |  |
| What are the benefits of the proposed solution? |
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| --- | --- | --- |
| IMPLEMENTATION PLAN |  |  |
| Outline the steps to implement the proposal, including who, what, when, where, and how. |
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| EVALUATION CRITERIA |  |  |
| List methods and measures for evaluating success. |
|  |
| FOLLOW-UP PLAN |  |  |
| Compare results to predictions. |
|  |
|  |  |  |  |
| AUTHOR | DATE | APPROVED BY | DATE |
| Name | MM/DD/YY | Name | MM/DD/YY |

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