

A3 Template Guideline

Title: _____
Date Started: _____ **Current Date:** _____

Team: _____
Executive Sponsor: _____ **Process Owner:** _____

1. Reason for Action	4. Gap Analysis	7. Completion Plan
<p><i>Why are we doing this?</i> <i>What is the burning platform?</i> <i>What is the chief complaint?</i></p>	<p><i>What holds us back from the Target State?</i> <i>What are the root causes of these road blocks?</i></p>	<p><i>Is Completion Plan in place with names, dates, & outcomes?</i> <i>Is Completion Plan on track?</i></p>
2. Initial State/Current State	5. Solution Approach	8. Confirmed State
<p><i>Describe attributes of the initial state-Qualitative and Quantitative</i> <i>Graphically present picture of Initial State</i></p>	<p><i>Does the solution approach link well with the root cause identified in the Gap Analysis?</i> <i>Does the Solution Approach express the hypothesis to be validated or adjusted through Rapid Experiments?</i></p>	<p><i>Are Confirmed State metrics in place and do they validate the target state?</i> <i>Does confirmed state show what “good” looks like in a way that cannot be misunderstood?</i></p>
3. Target State	6. Rapid Experiments	9. Insights
<p><i>Describe attributes of the target state-Quantitative and Qualitative</i> <i>Graphically present picture of Target State</i> <i>Are metrics defined and achievable?</i></p>	<p><i>Expect the Solution Approach to not be perfect-Run the tests of change.</i> <i>Are Rapid Experiments achieving desired results and learning?</i></p>	<p><i>Do Insights show key lessons learned and identify future opportunities?</i></p>