

**A3 Problem Solving Template**

ISSUE \_\_\_\_\_ TARGET CONDITION \_\_\_\_\_ Title \_\_\_\_\_

TO  
BY  
DATE

**BACKGROUND**

**CURRENT CONDITION**

**PROBLEM ANALYSIS**

**COUNTERMEASURES**

**IMPLEMENTATION PLAN**

what who when outcome

COST COST BENEFIT/WASTE RECOGNITION

TEST

FOLLOW UP

