

A3 Problem-Solving Report

Title: _____
Owner: _____
Team Members: _____

1. Problem Statement:

What are you trying to solve or improve?

2. Current Condition:

Where do things stand today?

3. Target Condition:

What outcome is required? Remember SMART

4. Gap Analysis:

What is the root cause(s) of the problem?

Date/Revision(s): _____

Location: _____

5. Countermeasures Proposed:

How will your recommended countermeasures affect the root causes to achieve the target?

6. Plan:

What activities will be required for implementation and who will be responsible by when?

7. Results (Check) Next steps (Act):

What did you learn about the results of your experiment vs. the target? What are your next steps?