

Problem Solving Report



Theme	<i>Concise statement of what this A3 report is about.</i>

Background	<i>List any background information necessary to fully understand this issue. Indicate how this problem affects company goals/values.</i>

Current Condition	<i>Include diagram that shows how current process works. Label so that anyone knowledgeable about the process can understand. Note major problems. Include quantified measures of the extent of the problem (use charts/graphics).</i>

Goal	<i>List expected outcome targets and/or a diagram that shows the proposed process.</i>

Root Cause Analysis	<i>Show fishbone diagram and/or 3 phase 5-Why (specific defect, why not detected, systemic cause). List potential root cause(s).</i>
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Countermeasures	<i>List actions that must be completed to achieve goal, along with individual responsible, due date, and findings/results. Add any additional items (such as cost) that are relevant to implementation.</i>

Effect Confirmation	<i>Provide data/charts to show effect of implementation of countermeasures. Compare results against the goal.</i>
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Follow Up Actions	<i>List the plan to verify effectiveness of proposed actions/change. Indicate what will be measured and the individual responsible. Record results of follow up and date. Include other areas that could benefit from the results.</i>