A3 Problem Solving Report

TITLE:

PROBLEM/OPPORTUNITY STATEMENT

PLAN

DOCUMENT THE CURRENT SITUATION

ROOT CAUSE ANALYSIS (5 WHYS or C&E DIAGRAM)

ROOT CAUSE	COUNTERMEASURE	DUE DATE

PROPOSED COUNTERMEASURE

DO

OBJECTIVES

#	ACTION ITEM	WHO	WHEN	METRIC

CHECK

#	BEFORE	AFTER	PROPOSED ADJUSTMENTS

ACT

PROGRAM MANAGEMENT TASK	WEEKS 1	2	3	4	5	6	7	8	9	RESPONSIBLE PERSON