

1 Problem Background

2 Problem Definition

Who?

What?

Where?

When?

Why?

How?

How many?

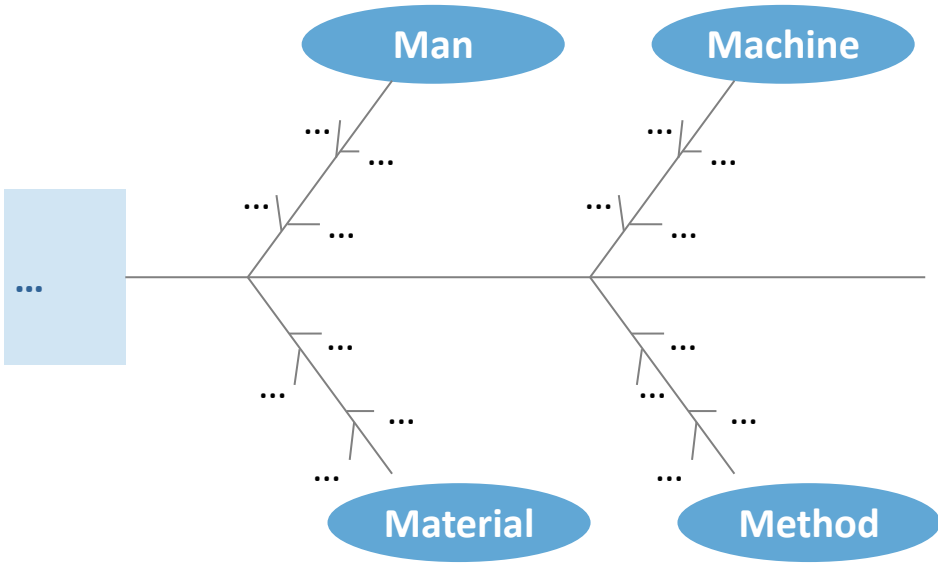
Problem Statement:

...

Goal:

...

3 5 Whys/Fish Bone analysis



Why?

...

Why?

...

Why?

...

Why?

...

Why?

...

6 Sustainability

Action	✓\✗	Description \ Reference
Roll out		
Standardized\ Process confirmation		
Knowledge sharing		

5 Problem resolution Plan

Action	Responsible	Date	Status
1.	1.		
2.	2.		
3.	3.		
4.	4.		

4 Root causes