

Template: A3 Problem Resolution Tracking Sheet:

Date:

1 Problem Background

2 Problem Definition

3 5 Whys/Fish Bone analysis



Who?

What?

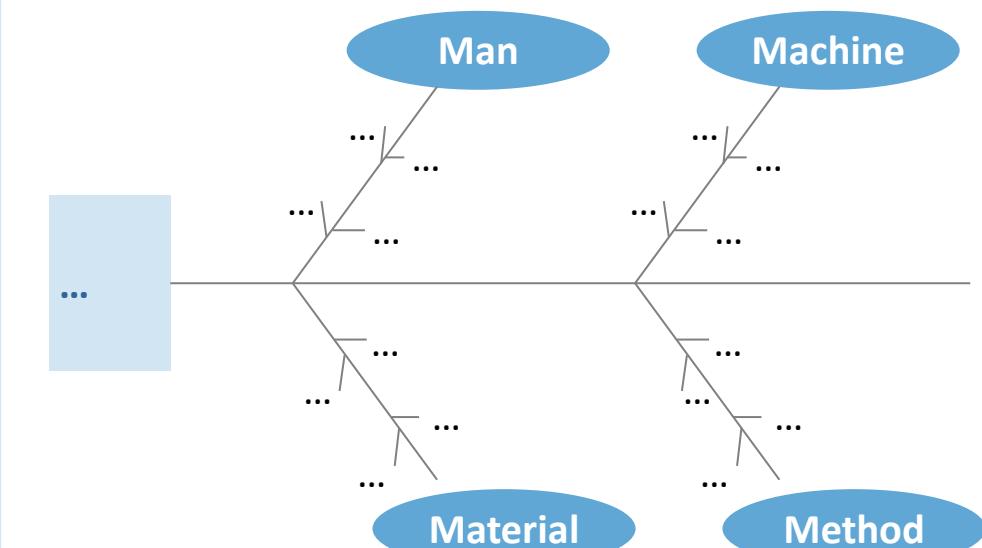
Where?

When?

Why?

How?

How many?



6 Sustainability

Action \ Description \ Reference

Roll out



Problem Statement:

...

Goal:

...

Why?

Why?

Why?

Why?

Why?

...

...

...

...

...

5 Problem resolution Plan



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

4 Root causes