

A3

Project Title:

Team Lead:

Date:

Background

Explain your purpose including the why and how it relates to your organizations mission, vision and goals.



Current Conditions

Describe the problem including data (use other sheets as needed)



Target(s)/Goal(s)

State your SMARTIE goals (use other sheets as needed)



Root Cause Analysis

Include your analysis of inquiry about why the problem exists (use other sheets as needed)

Proposed Countermeasure(s)

Describe the actions you will take in your test of change



Implementation Plan/ Results

Describe your plan for implementation and document results as they occur / as you implement



Follow Up

Describe how you will implement on a broader scale and record changes to be made for next cycle