

Basic A3 Format for Problem Solving

Background	

⇒ Is the context clear?
Dates, history, background?
Other useful information?

Current Situation	

⇒ What is the situation?
What is the exact current process?
Is it clear to you? Is there data?
What is the scope?
What is the exact problem or opportunity?
How big of a problem is this?
Is this the right priority?

Goal	

⇒ What is the goal?
What is the current performance?
How will the goal be tracked?

Analysis	

⇒ What factors are involved?
What is the root cause?
How do you know?
What is the right countermeasure?
What else needs to be considered?
How can this be tested?
Any other requirements, constraints, or alternatives?