A3 Problem-solving Report Template

| <u>'LAN</u> : Problem Statement (Background) | DO: Targ | | ions (init | prover | nentsj | |
|--|---------------------|----------|--------------------|-------------|---------|----------|
| | Problem | Action | Person Responsi | | ue Date | Findings |
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| LAN: Current Condition (Detailed outline of the | | | | | | |
| roblem) | | | | | | |
| | CHECK: In | nprovem | ient Veril | ficatio | n | |
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| LAN: Target Condition (Goals and Objectives) | | | | | | |
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| P <u>LAN</u> : Root Cause Analysis (5 Whys) | ACT: Foll | ow Up Ac | ctions | | | |
| LAN: Root Cause Analysis (5 Whys) Problem: | ACT: Foll Action | Per | son | Due Date | Status | 5 |
| LAN: Root Cause Analysis (5 Whys) | | Per | son | Due Date | Status | |
| L <u>AN</u> : Root Cause Analysis (5 Whys) Problem: | | Per | son | | Status | 5 |
| LAN: Root Cause Analysis (5 Whys) Problem: 1. Why? 2. Why? | | Per | son | | Status | 5 |
| LAN: Root Cause Analysis (5 Whys) Problem: 1. Why? | | Per | son | | Status | |
| LAN: Root Cause Analysis (5 Whys) Problem: 1. Why? 2. Why? | | Per | son | | Status | |
| LAN: Root Cause Analysis (5 Whys) Problem: 1. Why? 2. Why? 3. Why? | | Per | son | | Status | 5 |