A3 Problem Solving Report

TITLE:

PROBLEM/OPPORTUNITY STATEMENT

## PLAN

DOCUMENT THE CURRENT SITUATION

ROOT CAUSE ANALYSIS ( 5 WHYS or C&E DIAGRAM)

| ROOT CAUSE | COUNTERMEASURE | DUE DATE |
|---|---|---|
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PROPOSED COUNTERMEASURE

## DO

OBJECTIVES

| # | ACTION ITEM | WHO | WHEN | METRIC |
|---|---|---|---|---|
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## CHECK

| # | BEFORE | AFTER | PROPOSED ADJUSTMENTS |
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## ACT

| PROGRAM MANAGEMENT TASK | WEEKS 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | RESPONSIBLE PERSON |
|---|---|---|---|---|---|---|---|---|---|---|
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