Title: Create a title that clearly and accurately represents what you are going to do.

Champion: Facilitator: Dates of Event: Date of Last A3 Update:

Team Leader: Team Members: 1) 2) etc...

1. Business Case / Clarify The Problem

Problem Statement: Briefly describe the problem or issue.

Here we will determine the top 3-5

Step-3.

A3 Ste

A3 Step by Step

6. Action Plan

In Step-6 we will make a list of all the things we need to do to reach our target state; we will include the solutions from Step-5.

5. Develop Countermeasures

Once we identify the root cause issues, we will develop a solution or countermeasure for each issue.

root cause issues that are keeping us

from reaching our target state in

7. Confirm Results / Follow Up
Here we'll make a plan to follow up to
see how we're doing. We will also use
this space later to document our
progress toward the target state.

8. Standardize / Sustain / Start Over If things are working we will set in place procedures to sustain and/or expand our efforts. If things are not working we'll return to Step-4 to determine why.

2. Current State

be looking at?

be looking at?

First Process Step:

Last Process Step:

How are we currently doing? Show 1-5 fact-based metrics here or use graphs.

What is the first step in the process we'll

What is the last step in the process we'll

3. Target State

Use the same metrics or graphs in Step-2 but show how we'd like to be doing.