

Title: **What you are talking about.**

Background

Why are you talking about it?

Current Situation

Where do we stand?

→What's the problem?

Goal *Where we need to be?*

What is the specific change you want to accomplish now?

Analysis

-What is the root cause(s) of the problem?

-

Recommendations

What is your proposed countermeasure(s)?

Plan

What activities will be required for implementation and who will be responsible for what and when?

Follow - up

How we will know if the actions have the impact needed? What remaining issues can be anticipated?

Title: What you are talking about

initials

Owner

Background
<i>Why you are talking about it.</i> - <i>What is the business reason for choosing this issue?</i>
Current Conditions
Where things stand today. - <i>What's the problem with that, with where we stand?</i> - <i>What is the actual symptom that the business feels that requires action?</i> <i>Show visually – pareto charts, graphs, drawings, maps, etc.</i>
Target/Goal(s)
The specific outcome required for the business. - <i>What is the specific change you want to accomplish now.?</i> - <i>How will you measure success?</i>
Analysis
The root cause(s) of the problem. - <i>Why are we experiencing the symptom?</i> - <i>What constraints prevent us from the goal?</i> Choose the simplest problem-solving tool for this issue: - <i>Five whys</i> - <i>Fishbone</i> - <i>QC Tools</i> - <i>SPC, Six Sigma, Shainin, Kepner Traego, others...</i>

Proposed Countermeasure(s)
Your proposal to reach the future state, the target condition. - <i>What alternatives could be considered?</i> - <i>How will you choose among the options? What decision criteria?</i> How your recommended countermeasures will impact the root cause to change the current situation and achieve the target.
Plan
<i>A Gantt chart or facsimile that shows actions/outcomes, timeline and responsibilities. May include details on the specific means of implementation.</i> - <i>Who will do what, when and how?</i> <i>Indicators of performance, of progress.</i> - <i>How will we know if the actions have the impact needed?</i> - <i>What are the critical few, visual, most natural measures?</i>
Followup
<i>Remaining issues that can be anticipated.</i> - <i>Any failure modes to watch out for? Any unintended consequences?</i> <i>Ensure ongoing P-D-C-A. Yokoten as needed.</i>

