**2) Current State: (depiction of the current state, its processes, and problems)**

**Best Practices/Literature Search:**

**3) Goal: (how will we know the project is successful; standard/basis for comparison)**

**4) Root Cause Analysis: (investigation depicting the problems’ root causes)**

**5) Solutions: (action plans and findings of tested solutions)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Root Cause** | **Tested Solution** | **Responsible** | **Due** | **Finding** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**6) Check: (summary of the solutions’ results, overall goal success, and any supporting metrics)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Goals and Metrics** | **Baseline** | **Target** | **Current** |
| Goal |  |  |  |
| Supporting Metric |  |  |  |
| Supporting Metric |  |  |  |

**7) Act: (actions taken as a result of the Check, and a plan to sustain results)**

**1.**

**2.**

**3.**

**A3 Project Title Project Lead: Project Team:**

**Date Updated: Facilitator:**

**Project Champion(s):**

**1) Problem Statement: (description of the problem and its effect)**