|  |  |
| --- | --- |
| Problem Solving Worksheet | Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| Problem Statement |  |  | Goal |  |
|  | |  |  | |
|  |  |  |  |  |
| Background & Current State |  |  | Fishbone |  |
|  | |  | Problem  People  Process  Materials  Machines  Environment  Sample, use blank page  Measurement | |
|  |  |  |
|  | Two Main Causes |  |
|  |  | |
| Investigation (Plan) |  |  | Results of the Investigation |  |
|  | |  |  | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Countermeasures | = Yes = Maybe = No | | | | | |
| Countermeasure | | Scope of Control | Size | Importance | Buy-in | Resources |
| 1. | |  |  |  |  |  |
| 2. | |  |  |  |  |  |
| 3. | |  |  |  |  |  |
| 4. | |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Plan to Improve |  |  |  |  |  |  |
| What | | Who | How | | | When |
|  | |  |  | | |  |
|  | |  |  | | |  |
|  | |  |  | | |  |

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| Check |  |  | Adjust / Act |  |
|  | |  |  | |