Title: What are you talking about?

Define the Problem

What is the root cause?

What can we do?

What will we do first?

Problem

Causes

Countermeasures

Implementation

|  |  |
| --- | --- |
| Date: | Owner: |
| Approval Date: | Manager Approval: |



**Causes (Analysis)**

What is actually happening?

**Problem Gap:**

What should be happening?

**Define the Problem:**

**Follow Up:**

**Implementation:**

**Countermeasures:**