

The A3 report is a storyboard that follows a structured problem solving approach.



## PLAN

### Background<sup>1</sup>

--

### Current Conditions<sup>2</sup>

--

### Targets / Goals<sup>3</sup>

--

### Analysis<sup>4</sup>

--

<sup>1</sup> Why are we talking about it. What is the business case. What business problem are we trying to solve or analyze

<sup>2</sup> What is going on (facts, dates). Visuals (Pareto charts, pie charts, sketches) help make the problem clear

<sup>3</sup> The specific target(s) (measurable or identifiable terms).

<sup>4</sup> Simple problem-analysis tools help find the root cause of the problem (five whys; fishbone diagram, process analysis tree)

The A3 report is a storyboard that follows a structured problem solving approach.



### Do - Check - Act

#### Recommendations / Countermeasures<sup>5</sup>

Action Item	Responsible	Due

#### Effects Confirmation<sup>6</sup>

#### Followup<sup>7</sup>

Action Item	Responsible	Due

---

<sup>5</sup>

<sup>6</sup> Measure the Business Impact

<sup>7</sup> Next Steps