

## Problem Statement Worksheet

### **Step 1: Crafting the Problem Statement**

#### **Initial Problem Statement:**

Write the initial problem you are seeking to address.

*It is okay to be vague here. The idea is to be clear about what the problem is.*

Ask some clarifying questions:

- **Who does it affect / does not affect?**
  
- **What does it affect / does not affect?**
  
- **When is it a problem / is it not a problem?**
  
- **Where is it a problem / is it not a problem?**
  
- **What is the statistical data?**

#### **New Problem Statement:**

Write a clear and concise problem statement here:

*After writing out the answers to the above questions, rewrite the problem statement into a clear concise statement of one to two sentences. These two sentences should focus on one problem and should not suggest a possible solution.*

**Step 2: Data — Supporting Information**

Once you have the problem statement developed, describe the data (where it is from, if it was local data how it was collected). *Describe in one or two paragraphs how this data supports the problem and/or how it is relevant to the scope and nature of the problem.*

**Step 3: Challenges to Addressing the Problem**

Once you have the problem statement developed, describe the challenges that currently stand in the way of addressing this problem. *Expand the explanation beyond funding.*