

Problem Statement Worksheet

Clear Problem Statements provide focus and direction to improvement projects and are critical for success.

Concise Description of the Problem, Gap or Challenge

Define the specific aspect of the process you want to improve. What about the process currently doesn't work or doesn't work as well as you want it to?

Measurable Evidence (Data)

How is process performance measured? Collect data to support your problem statement and establish the baseline for process improvement.

Impact of the Problem

Why does it matter to improve the process? Who is impacted by the current level of performance?

Create the Problem Statement

Create a concise statement that captures the current performance of the process and the quantifies the impact on current business operations.