

THEME: "What are we trying to do?"

To: _____
By: _____
Date: _____

Background

- Background of the problem
- Context required for full understanding
- Importance of the problem

Current Condition

- Diagram of current situation (or process).
- Highlight problem(s) with storm bursts.
- What about the system is not IDEAL.
- Extent of the problem(s), i.e., measures.

Cause Analysis

- List problem(s)
- Most likely direct (or root) cause:

Why? Why?
Why? Why?
Why? Why?

Target Condition

- Diagram of proposed new process
- Countermeasures noted as fluffy clouds
- Measurable targets (quantity, time)

Implementation Plan

<i>What?</i>	<i>Who?</i>	<i>When?</i>	<i>Where?</i>
Actions to be taken	Responsible person	Times, Dates	

Cost:

Follow-Up

<i>Plan</i>	<i>Actual Results</i>
<ul style="list-style-type: none">• How will you check the effects?• When will you check them?	<ul style="list-style-type: none">• In red ink/pencil.• Date check done.• Results, compare to predicted.