

A3 REPORT TEMPLATE

TITLE / THEME	what are we trying to do?

AUDITOR	DATE	APPROVED BY	DATE

BACKGROUND	what problem are we trying to solve and why are we addressing the issue?

CURRENT CONDITION	clarify the problem. describe what is not ideal using facts, dates, figures, measures and visual representation.

CAUSE ANALYSIS	list problems and define root cause.

TARGET CONDITION	list proposed countermeasures. define measurable targets (qty., time, etc.) diagram proposed new process.

IMPLEMENTATION PLAN	timeline including who, what, when, where, and how.

FOLLOW UP PLAN	list all anticipated remaining problems and issues. define plan to measure effects including how and when.

FOLLOW UP ACTUAL RESULTS	compare results to predictions.