Problem Statement
In five sentences or less, state the observed problem with a work-related process.

Proposed Changes
Based on your assessment of the problem, briefly describe the proposed changes to systems or procedures that will solve the problem and improve the process.

Data Analysis
What type and amount of data support this observation?

Are more data needed before action is taken? If so, what type and amount?

Optional Data Graph

For completed projects:
Was Problem Solved?
Is further action needed?
Comments:
Time and Money Saved through Implementation (Optional)