

The A3 report is a storyboard that follows a structured problem solving approach.



PLAN

Background¹

Current Conditions²

Targets / Goals³

Analysis⁴

¹ Why are we talking about it. What is the business case. What business problem are we trying to solve or analyze

² What is going on (facts, dates). Visuals (Pareto charts, pie charts, sketches) help make the problem clear

³ The specific target(s) (measurable or identifiable terms).

⁴ Simple problem-analysis tools help find the root cause of the problem (five whys; fishbone diagram, process analysis tree)

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Do - Check - Act

Recommendations / Countermeasures ⁵		
Action Item	Responsible	Due

Effects Confirmation ⁶

Followup ⁷		
Action Item	Responsible	Due

⁵
⁶ Measure the Business Impact
⁷ Next Steps