BREAK DOWN THE PROBLEM
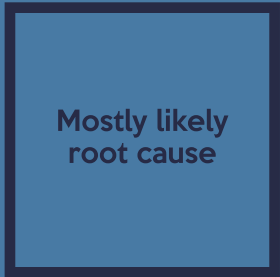
WHO/WHAT?

Mostly likely root cause

WHERE? WHEN?

HOW?

Mostly likely root cause

WHY IS IT A PROBLEM?

WHY DOES IT OCCUR?

Mostly likely root cause

URGENT ROOT CAUSE

Transform the problem into solution
e.g. DIDN'T = SHOULD

REPHRASE THE CAUSE INTO POSSIBLE SOLUTION HERE

REPHRASE THE CAUSE INTO POSSIBLE SOLUTION HERE

REPHRASE THE CAUSE INTO POSSIBLE SOLUTION HERE

REPHRASE THE CAUSE INTO POSSIBLE SOLUTION HERE

POSSIBLE SOLUTIONS
-WHO?
-WHAT?
-HOW?

EFFORT

IMPACT