

Title: _____

Owner: _____

Ver:	Date:		
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I. Background

II. Current Conditions:

Problem Statement:

III. Targets and Goals:

IV. Analysis (Root causes)

A3 Thinking Worksheet – Reflection

What I KNOW	How to CONFIRM
What I NEED to know	How to LEARN it
	<p>Where can you observe firsthand the problem actually happening? (Gemba = The actual workplace)</p>

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I. Background

II. Current Conditions:

Problem Statement:

III. Targets and Goals:

IV. Analysis (Root causes)

V. Possible Countermeasures:

Root Cause	Countermeasure	Description (Use "If-Then")	Impact	Effort

VI. Plan:

Countermeasure	Description and Expected Result	Owner	Date

VII. Follow-Up

A3 Thinking Worksheet – Reflection

What I KNOW	How to CONFIRM
What I NEED to know	How to LEARN it
	<p>Where can you observe firsthand the problem actually happening? (Gemba = The actual workplace)</p>