

Problem solving template

This template is to help you define the problem clearly and succinctly, determine its root cause(s), and then brainstorm its solutions and their implementation. At each step, the template asks you to break down the larger thing in question into smaller parts in order to allow clearer comprehension and resolution.

1. Frame the problem

Note the problem you want to solve in the most comprehensive way

Break down the problem into smaller individual parts that make up the whole

Figure out exactly what impact each part has on your life

2. Determine the Root Cause

Why did the problem occur? Answer a 'why' for each part of the problem you have identified above. Use data and logical thinking to identify the 'because'

WHY

Why did 'part of the problem' occur?

What information, analytics and logic have I used to figure out the reason?

BECAUSE

'this is the final reason that I have figured out'

Tie together the individual reasons for each part and describe the root cause(s) for the comprehensive problem

--	--	--

3. Develop a solution

List down multiple solutions for the problem

Decide on the most appropriate solution based on practicality, impact and usefulness

--

4. Set a timeline

Write the solution statement in detail

--

Break down the solution in steps along with deadlines

STEP

DEADLINE