Basic A3 Format for Problem Solving

What exactly will be done?
When will it be done?
How does it related to the problem?
Who will do this?
What is the intended effect?
What else might be necessary?

Action Items

How will checks be performed?
How will this validate the analysis?
How will this be measured?
Who will do the measuring?
When will it be checked?
How often will it be checked?

Check

Has this improved the situation?
If not go back to analysis and do again.
What else remains to be done?
How can this be standardized?
How can this be transferred elsewhere?
Who else needs to know about this?
How can we prevent recurrence?

Follow - up