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| --- | --- |
| **Title:** | **Date Initiated:**  **Date:** |
| **1. Background** | |
| **2. Problem Statement/Current Situation**   |  |  |  | | --- | --- | --- | |  | IS | IS NOT | | WHAT |  |  | |  |  | | WHERE |  |  | |  |  | |  |  | | WHEN |  |  | |  |  | |  |  | | EXTENT |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | | |
| **3. Goal** | |
| **4. Root Cause Analysis** | |

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| --- | --- | --- | --- |
| **Team:** |  |  | **A3** |
| **5. Recommendations** | | | |
| **6. Implementation Plan**   |  |  |  | | --- | --- | --- | | **Next Steps** | **Who** | **When** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | | | |
| **7. Follow Up** | | | |
| **8. Results** | | | |