

A3 Problem solving

A3 is a structured problem solving and continuous improvement approach. It provides a structured approach to problem solving.

The team documents their progress on an ISO - ISO **A3** paper. The sections in the A3 align with the steps in Edward Deming's PDCA/PDSA (Plan-Do-Check/Study-Act). CARIH's PDSA approach leads you through the process while the A3 format can help to document and disseminate your efforts.

A3 No. and Name	Team members (name & role)	Stakeholders (name & role)	Department	Organisation objective
	1.	1.		
	2.	2.		
Team Leader (name & 'phone ext)	3.	3.		Start date & planned duration
	4.	4.		
1. Clarify the problem		4. Analyse the Root Cause		7. Monitor Results & Process
Is:				
Is not:				
Problem statement:				
2. Breakdown the problem				8. Standardise & Share Success
		5. Develop Countermeasures		
		Countermeasure	Impact on target	
		1		
		2		
3. Set the Target		6. Implement Countermeasure		
1				
2				