
Title:

Author(s):

Date:

Analysis *Issue -> Evidence -> Effect -> Root Cause*

Action plan *What will you do?
When will you do it?*

Background *What is the situation?
Where are you starting from?*

Goals *What do you aim to achieve?
What is the current measure?
What is your target?*

Countermeasures (options) *What can you do?
How much effect will it have?
What resources do you need?
What obstacles are there?*

Follow up *How will you know if your actions worked?
When will you check?
What else needs to be done?*

Assumptions *What assumptions are you making?
How can you check your assumptions ?*

Notes *Anything else to record?
About the outcome?
About the A3 approach?*