

A3 Thinking Worksheet

Step 1: Problem Statement

What problem are you trying to solve?
How do we quantify the problem?

Step 2: Current Situation

What is the current process/what are we doing at the moment?
What are the team doing?
What are the measures?

Step 3: Vision/Goals

What is the overall vision?
What is the goal?
How will you know it is successful?
What is the target improvement?

Step 4: Analysis (Issues and Root Causes)

Why is there a gap between our current state and our first goal?
What is the root cause of these gaps?

Step 5: Counter Measures and Future State

What are you proposing to change?
How are you planning to change it?
Who will be impacted?
What is the scope of the change?
Why was this change chosen?

Step 6: Actions and Risks

What is the timeline How long will this take?
Who will be on the project team?
Who is responsible for what?

Step 7: Cost/Benefit

Why should we do this?
What are the benefits we expect to see?

Step 8: Insights

Did you achieve your first goal?
Did you see the benefits you expected?
If unsuccessful, what more can be done?
What did we learn?

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