



Problem Statement Worksheet

Instructions

Use the questions below to guide your thinking through your problem statement. Where appropriate, provide quantifiable details.

Problem Statement

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| What is the desired state? | |
| What current conditions indicate there is a problem? | |
| What are the pain points? | |
| How are customer or business needs not being met? | |
| Is this a response to a regulatory, compliance, or safety issue? If so, describe. | |
| Will this add efficiency to an existing process? | |
| What other processes upstream or downstream will be impacted by this project? | |
| What data do you have to support your problem? | |