

## 4 Step Problem Solving

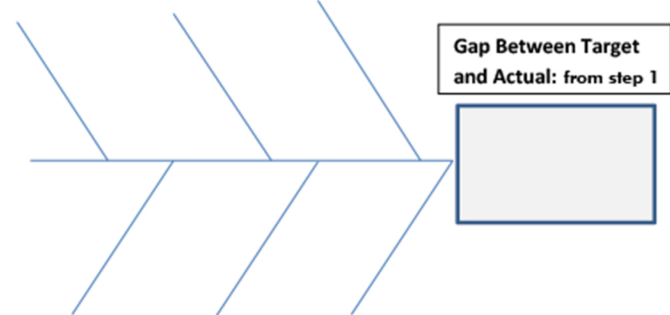
Step  
1

Problem Statement: \_\_\_\_\_

Target:	Gap Between Target and Actual:
Actual:	

Step  
2

Determine Root Causes



Step  
3

Rank Root Causes in Order of Importance

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Step  
4

Action Plan

What	Who	When