

**APPENDIX B
PROBLEM ANALYSIS WORKSHEET**



1. State the problem in as clear and concise a manner as possible:

2. Why is this a problem?

Where is the problem located or centered?

Who is affected by the problem?

3. Description of current status:

Description of desired status:

a. _____

a. _____

b. _____

b. _____

c. _____

c. _____

d. _____

d. _____

e. _____

e. _____

f. _____

f. _____

4. Analyze the above questions for symptoms versus possible causes. What causes the condition which makes you think there is a real problem? Is this really the problem or only the manifestation of a symptom?

SYMPTOM

POSSIBLE CAUSE OF THE SYMPTOM

5. List all possible explanations (hypotheses) for the problem. Use complete sentences such as the following: The problem exists because of the lack of proper communications between departments.