

PROBLEM IDENTIFICATION WORKSHEET

Potential Problems	Yes	No
Does the product have defects?		
Are there safety problems?		
Are deadlines missed?		
Can costs be reduced?		
Do any tasks take longer than necessary?		
Can any task be eliminated?		
Can someone else perform the task?		
Can waiting periods be reduced?		
Are results inconsistent?		
Are the materials needed always available?		
Is the work process well organized?		
Does the work process run smoothly?		
Does equipment operate properly?		
Do any tasks detract from quality?		
Are there processes that hinder productivity?		
Are there any readily available solutions to the problem?		
What, if anything, has been done to solve the problem in the past?		
Is all the information relevant to the problem readily available?	Y / N	
List information resources:		
What information, if any, is missing?		
What are the potential benefits of solving the problem?		
What is the potential cost of any improvements?		