Section A, Part 5: Problem Solving – Worksheet 2

A STRUCTURED METHOD FOR PROBLEM SOLVING

1. Define the problem
Be certain that each member contributes to what you all understand the problem to be. Spend enough time discussing the problem and what it involves before trying to solve it.

The problem as we see it:

2. Symptoms of the problem:

3. Factors that contribute to the problem:

_____

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_____

Factors that could relieve stress points of the problem:

_____

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_____

4. Possible causes of the problem:

5. Here is the situation we visualize when it is solved:

6. Possible solutions:

7. The best alternative:

8. We will organize to solve it by:

9. Assignments:

People:	*Job:*	*Deadline:*

Report:	*Date:*

NOTES