**Opportunity/Problem Statement**

The problem statement is the gap or difference between the target and current state.

**Background**

This is a description of relevant environmental, historical and contextual information that helps provide understanding of the overall situation.

**Current State**

Ideally this is quantitative assessment of the current state that may be supplemented with qualitative information.

**Target State:**

This should be a set of quantitative targets that map to the current state measures, and may be supplemented with qualitative information. The idea is that the target state – current state = problem or gap to be addressed.

**Analysis**

Why does the gap exist? What is the root cause(s)? This should be data driven as much as possible, but it is often the case that the analysis will be make logical inferences with limited data. These inferences will help form the hypothesis you will test through the key activities.

**Objectives**

These should link to the problem or major subcomponents of the problem.

**Key Activities**

These should address the problem and be traceable back to the analysis.

**Execution and Sustainment Plan**

<table>
<thead>
<tr>
<th>Activity to sustain</th>
<th>Owner</th>
<th>Sustain method and frequency</th>
<th>Report to</th>
</tr>
</thead>
<tbody>
<tr>
<td>This should describe execution structures or processes will be put in place, or Sustainment systems, like visual systems, audits, leader standard work that will be put in place to sustain the changes.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Reliability Level:**

(1) Individuals:
(2) Procedures:
(3) Systems/culture:

**Maturity Bars:**

0: Untested idea
1: Early tests / PDCA
2: Multiple PDCA
3: Early implementation
4: Working well in operation

**Progress:**

Abandoned