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| **Question** | *Instructions* | **Answer** |
| **Problem / Opportunity Statement** | *What problem are we trying to solve? Describe characteristics only and provide evidence that it exists.*  |  |
| **Root Causes and Triggers** | *What caused this problem?* |  |
| **Current state of problem area**  | *Where are we today? Provide a measure*  |  |
| **Desired Future state of problem area** | *Where do we want to be in the future? Provide a measure* |  |
| **What is the cost of doing nothing about this problem?** |  |  |
| **What is the proposed solution to this problem?**  |  |  |
| **What is the cost of implementing the solution?** |  |  |
| **Are all the prerequisites in place to implement i.e. is the solution feasible today?** |  |  |
| **Risks of changing the current state** |  |  |
| **How will we know when this problem has been solved?**  |  |  |