

PROBLEM STATEMENT WORKSHEET TEMPLATE

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PREPARED BY

DATE

INITIAL PROBLEM STATEMENT FOCUS

Who or what is affected by the problem?

When is the problem occurring?

Where is the problem occurring?

FINAL PROBLEM STATEMENT

Is the problem statement broad or narrow in focus? If broad, what information can we gather to create a more focused statement?

What is our goal?

What are the barriers to this goal?

How can we address those barriers?

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