**PROBLEM STATEMENT WORKSHEET TEMPLATE**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| PREPARED BY |  |   |   |   |   | DATE |  |  |   |   |
| Name |   | MM/DD/YY |
| INITIAL PROBLEM STATEMENT FOCUS |   |  |  |  |  |  |
| Who or what is affected by the problem?  |   |   |   |   |   |   |   |   |
| Description |
| When is the problem occurring? |   |   |   |   |   |   |   |   |   |
| Description |
| Where is the problem occurring?  |   |   |   |   |   |   |   |   |   |
| Description |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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? |
| Description |
| What is our goal? |   |   |   |   |   |   |   |   |   |   |
| Description |
| What are the barriers to this goal? |   |   |   |   |   |   |   |   |
| Description |
| How can we address those barriers? |   |   |   |   |   |   |   |   |
| Description |

|  |
| --- |
| **DISCLAIMER**Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |