**[A green sign with white text

Description automatically generated](https://www.smartsheet.com/try-it?trp=11982&utm_source=template-word&utm_medium=content&utm_campaign=Problem+Statement+Worksheet-word-11982&lpa=Problem+Statement+Worksheet+word+11982)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 | | | | | | | | | |

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