Problem Statement Template

1. Problem Statement - What is the challenge?

2. Current State - What is the situation currently? Who, what, where, when or why does this issue occur?

3. Desired State - What does success look like?

4. Expected Outcomes - How will we measure or observe success?

5. Why is solving this issue important to the company?

6. Strategies for consideration - How might we approach solving this problem?

7. Obstacles or Dependencies - What obstacles might you encounter? What dependencies exist on budget, other departments, or approval/buy-in?

8. Additional Comments