

A3 Report Guide

Version 1

Background – Incident Summary	Target Condition	
<p>The Incident Summary (or Business Case for the analysis should include: brief description or background of the initial incident or cause, the problem statement, and the areas impacted, such as quality, safety, environment, production, maintenance.</p>	<p>This is the desired end-state, or outcome. In this section, make note of:</p> <ul style="list-style-type: none"> - performance standards - year-end or desired target condition - verify the target condition supports the business case and ROI (or cost-benefit) estimates 	
Current Condition – Root Cause Failure Analysis	Action Plan	
<p>In this section, be sure to summarize all relevant information and data collected during the RCA:</p> <ul style="list-style-type: none"> - flows: process, material, information - evidence - root causes identified - RCA-related diagrams, graphs, charts - impact summary 	<p>Indicate the steps and activities needed to bridge the gap between the current state and target condition as it relates to the business case (or original incident). Include a timeline, improvement activities or corrective actions and resources.</p>	
	<th data-bbox="1108 1068 1864 1170">Metrics</th> <td data-bbox="1108 1170 1864 1360"> <p>State the starting, current and target metrics. Be sure to include leading and lagging indicators. Establish a cadence to update the metrics (e.g. monthly) and process.</p> </td>	Metrics

Version 2

Background	Future State
This is a description of why a solution is needed, or the outline of a problem – it is the starting point and where context is added to support next steps.	The Future State details specific goals and any countermeasures planned.
Current State – RCA	Implementation Plan
Include a summary of the root cause failure analysis. This section describes the situation as it exists today and in the context of a bigger picture.	Indicate here the Who, What, When and How of the proposed countermeasures (or corrective actions).
	Results
	Use this section to record results and compare them to the plan – it is the documentation of effect confirmation and follow-up.