

The Five Step Process Worksheet

Site: _____

Member's Names: _____

I. Document Performance Results

Evaluate

Type of Data (What is it about?)	Population (Who is it about?)	Source (Where do you get it?)	Result (What did it tell you?)

Select

Description of the Problem ("What"):

II. Identify Root Causes

Evaluate

Method (What will you do?)	Population (Who will you do it with?)	Source (Who will do it?)	Result

Select

Description of a Root Cause (“Why”):

III. Select a Potential Strategy

Evaluate

Strategy	Advantages	Disadvantages	Potential

Select

Describe Potential Strategy

Summary

Problem	Root Cause	Strategy	Goal
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