

# A3 Template Guideline

**Title:** \_\_\_\_\_  
**Date Started:** \_\_\_\_\_ **Current Date:** \_\_\_\_\_

**Team:** \_\_\_\_\_  
**Executive Sponsor:** \_\_\_\_\_ **Process Owner:** \_\_\_\_\_

<p><b>1. Reason for Action</b></p> <p><i>Why are we doing this?          What is the burning platform?          What is the chief complaint?</i></p>	<p><b>4. Gap Analysis</b></p> <p><i>What holds us back from the Target State?          What are the root causes of these road blocks?</i></p>	<p><b>7. Completion Plan</b></p> <p><i>Is Completion Plan in place with names, dates, &amp; outcomes?          Is Completion Plan on track?</i></p>
<p><b>2. Initial State/Current State</b></p> <p><i>Describe attributes of the initial state-Qualitative and Quantitative          Graphically present picture of Initial State</i></p>	<p><b>5. Solution Approach</b></p> <p><i>Does the solution approach link well with the root cause identified in the Gap Analysis?          Does the Solution Approach express the hypothesis to be validated or adjusted through Rapid Experiments?</i></p>	<p><b>8. Confirmed State</b></p> <p><i>Are Confirmed State metrics in place and do they validate the target state?          Does confirmed state show what “good” looks like in a way that cannot be misunderstood?</i></p>
<p><b>3. Target State</b></p> <p><i>Describe attributes of the target state-Quantitative and Qualitative          Graphically present picture of Target State          Are metrics defined and achievable?</i></p>	<p><b>6. Rapid Experiments</b></p> <p><i>Expect the Solution Approach to not be perfect-Run the tests of change.          Are Rapid Experiments achieving desired results and learning?</i></p>	<p><b>9. Insights</b></p> <p><i>Do Insights show key lessons learned and identify future opportunities?</i></p>