

A3 Proposal Template



BACKGROUND

What issues are we trying to resolve and why?

CURRENT STATE

Describe the current situation and its limitations.

PROPOSAL

Detail the suggested solution or improvement idea.

BENEFIT ANALYSIS

What are the benefits of the proposed solution?

IMPLEMENTATION PLAN

Outline the steps to implement the proposal, including who, what, when, where, and how.

EVALUATION CRITERIA

List methods and measures for evaluating success.

FOLLOW-UP PLAN

Compare results to predictions.

AUTHOR	DATE	APPROVED BY	DATE

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