**The Problem Solving Process**

What is the problem you are focusing on?

Is it a universal problem or a specific problem?

What is the goal or preferred outcome?



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| HypothesisWhy is the problem occurring? | Additional DataNeeded to be Reviewed | Validated orRefuted? |
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| Action Step | PersonResponsible | StartDate | EndDate | Status |
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| Was the impact: | High | Questionable | Low |
| Reflections: |  |
| Next Steps: |  |