Problem Statement Document

1. Document Information

Title: [Insert Problem Title]

Date: [Insert Date]

Author: [Insert Author Name(s)]

2. Background / Context

[Provide a brief description of the context or background that led to identifying the problem. Why is this problem important?]

3. Problem Statement

[Clearly and succinctly describe the specific problem. It should be clear, focused, and unbiased.]

4. Goals / Objectives

- [Briefly list the intended objectives or desired outcomes]
- [Objectives should be measurable and achievable]

5. Scope

- [State what is included in the problem scope]
- [Specify any exclusions or boundaries]

6. Stakeholders

- [List key people, teams, or organizations involved or affected]

7. Constraints & Assumptions

- [List known constraints (e.g. time, resources, technology, etc.)]
- [Note any assumptions considered in defining the problem]

8. Impact / Consequences

[Describe the impact or negative consequences if the problem is not addressed.]

9. Metrics for Success

- [List criteria or metrics that will indicate the problem is resolved]

Important Notes:

- Maintain clarity and objectivity. Focus on describing the problem, not proposing solutions.
- Use concrete data and evidence wherever possible.
- Keep the document concise but complete—avoid unnecessary details.

- Update the document as new information or context emerges.
- Engage stakeholders early to validate the understanding of the problem.