Problem Statement Template

1. Case Overview

Brief Description:
Summarize the context and main topic of the case study in 2-3 sentences.

2. Background

Detailed Context:
Provide important background information, relevant history, and current state related to the problem.

3. Stakeholders

Key Stakeholders:
List individuals, teams, or organizations affected by or involved in the problem.

4. Problem Statement

Clear and Concise Statement:
Clearly articulate the primary problem. Focus on factual impact and avoid suggesting solutions.

5. Objectives

- List the goals you intend to achieve by solving the problem.
- Each objective should be specific and measurable.

6. Criteria for Success

- Define what a successful resolution would look like.
- Outline measurable indicators or KPIs.

Important Notes

- Clearly distinguish between the problem and its symptoms or proposed solutions.
- Keep the statement objective and focused on facts.
- Consult all relevant stakeholders during the drafting process.
- Review and update the problem statement as new information emerges.
- Use this document as a foundation for defining opportunities and identifying appropriate interventions.