

Problem Statement Document

1. Overview

Briefly summarize the context of the problem and the purpose of this document.

2. Background & Context

Describe the background information and any relevant context that led to the identification of the problem.

3. Problem Statement

Clearly and concisely define the problem that needs to be addressed. Focus on facts and evidence, avoiding solutions at this stage.

4. Scope

Specify the boundaries and limits of the problem, including what is or is not included.

5. Stakeholders

- List the individuals, groups, or organizations affected by this problem.
- Briefly describe their roles and interests.

6. Objectives & Success Criteria

State the intended objectives to solve the problem and how success will be measured.

7. Constraints & Assumptions

- List any constraints (time, resources, regulations, etc.).
- Note important assumptions made in the problem analysis.

8. Impact

Summarize the impact of the problem on the organization, users or business processes.

9. Supporting Data & Evidence

Attach or reference any relevant data, reports, or evidence supporting the existence and significance of the problem.

Important Notes

- Keep problem statements factual, neutral, and solution-independent.
- Use clear and concise language to ensure broad understanding.
- Update the document as new information becomes available.
- Ensure that stakeholders validate and agree on the problem described.
- Use supporting data to strengthen the credibility of the statement.

