A3 Report - Business Process II	nprovement	Process: Owner:	SME: Date:
1. PROBLEM STATEMENT / BUSIN	IESS CASE	4. ANALYSIS	
		Findings	A
2. CURRENT STATE (visual repres	entation)	5. FUTURE STATE (vis	ual representation)
<u>Metrics</u> COPQ: Delays: Rework: Incomplete Requirements: Cycle Time:	Reprocessing: Waiting Time: Resource Utilization: Other:	Metrics COPQ: Delays: Rework: Incomplete Requirements: Cycle Time:	Re
3. ROOT CAUSE (5 Whys / Fishbo	ne)	6. IMPLEMENTATION	AND CONTROL PLAN
		Activity (What, Where,	How) Team R



	Actions/Solutions
)	

Reprocessing: Waiting Time: Resource Utilization: Other:

m Responsible	Deadline