

# Six Keys to Writing an Effective Problem Statement

1. Identify the problem, opportunity, or challenge
2. Define current performance measures.
3. Define target performance measures.
4. Determine the cause of the problem.
5. Define what should be done to resolve the problem.
6. Define how the problem will be solved.

Also consider:

- A good metric is key to an effective needs analysis report.
- Remember what an effective problem statement considers. Ask yourself these questions:
  - How will the improvement effort benefit the organization?
  - What is the potential downside of this effort for the organization?
  - What data/analysis supports the choice?
  - How does it impact patients?