



## Modified A3 Tool

Focus area, project, or program:

Aim (what are we trying to accomplish?):

<b>Current Condition</b> (What is the current condition of the area, project, or program you want to change? Provide a snapshot of the key facts as they are right now.)
challenge
<b>Root Causes</b> (Why are things the way they are? What factors are contributing to the current condition? )
<b>Measures</b> (What would indicate progress? What are two or three measures we expect to be able to change in the short term? These should be specific, measurable, and time-bound.)



**Action Plan**

(List specific action steps that will make progress toward this aim. Remember to consider barriers or completing commitments.)

**Review/Reflect on Results**

(What happened? After time as passed, review outcomes and capture learning. Documenting learning now may help frame the next change effort.)

Author:

Version and date:

**NOTE:** You will likely revise the action plan as you work!