

Problem - What is (are) the problem(s)?

Cause - What is (are) the underlying cause(s)?

Decision-making - What needs to be done:

Planning - This is my plan, and why.

Organization - This is how I will implement my plan.

Leadership - How can I resolve the big problem?

Initiative - I'm going to do something about it.

Resources - What outside resources can I employ?

Follow-up - Never assume the problem is totally fixed.

Monitor - Make sure that the problem doesn't reoccur.

Related - Is this related to other problems I'm facing?