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| **Step 1: Define the Problem** |
| Describe the situation that you think is a problem: |
| Now brainstorm things that are causing your problem. The deeper you dig, and the more you put here the better. For example, if the problem you identify is locked bathrooms, then the causes you would identify would be 1.) students smoking in the bathroom, 2.) too few WHS staff members to police the student population, and 3.) the power of nicotine addiction. You would not identify ‘we lost the keys’ as the cause, because this is not why the bathroom are locked.  |
| Now state which causes you are going to try to fix so that your situation improves and your problem is solved. You must get this approved before you can continue:  |
| **Step 2: Pick a solution Strategy** |
| How do you plan to solve your problem? You must be very specific. If your solution requires money, you must think of how you will fund it. Your solution must be realistic. |
| **Step 3: Check Progress** |
| Make a time-table for your solution. |
| **Step 4: Evaluation** |
| Make a plan for how you will prove that your solution worked.  |