**{title}**

**{notes}**

Workflow around the problem is mapped out

* {q1}

Areas identified that are outside the scope/authority of the problem owner

* {q2}

Description of the bad outcome to be avoided

* {q3}

Previous attempts to solve the problem

* {q4}

Level of technical readiness

* {q5}

Problem // Perception alignment

* {q6}

Orientation of the problem owner

* {q7}

Confidence level that all information was presented and valid

* {q8}