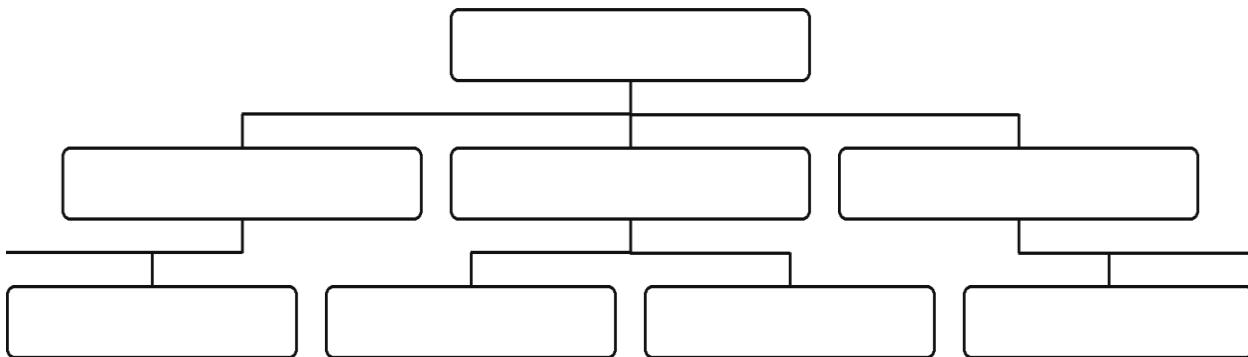


Hierarchy Tree - GAP at the Top

Work live on a physical or virtual whiteboard. Record on this sheet only if needed. Capture final highlights on the A3.



How to Fill the Problem Definition Tree

1. Write the GAP (top box)
ACTUAL vs TARGET = GAP = [number]
2. First split (by data)
Write each box's % of the total GAP.
3. Pick the biggest box
That's the one to break down next (typically).
4. Split it again (as able)
Again, put % of the total GAP in each box.
5. Repeat beginning at Step 3 until you cannot break it down any further and select something you can control (Prioritized Issue)
Prioritized Issue = [specific condition]
Keep the % of total GAP on the box.
6. Choose 1–2 Prioritized Issues
Pick the largest, controllable Prioritized Issue(s). That's your focus.

Data Collection: Plan make it measurable.

Data element/KPI	Source & method	Owner	Due Date

Readiness checks

<input type="checkbox"/>	GAP quantified (target, actual, unit, timeframe, operational definition).
<input type="checkbox"/>	Data collection plan is feasible (source, method, sampling window/frequency).
<input type="checkbox"/>	Focused SMART Target can be drafted from the chosen issue(s).