**Problem Definition Worksheet – Feedback –**

Please note my comments before moving on to the *Measure* phase.

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| **Content Requirements** | **Possible Points** | **Points Earned** | **Comments** |
| A) **Problem statement**: Is it clear, concise and stated as a problem? Is there evidence this is a problem? | 2.0 |  |  |
| B) **Business impact**: Is the business case quantified? Has a measure of success been identified? | 2.0 |  |  |
| C) **Goals**: Clearly stated goal(s)? | 1.0 |  |  |
| D) **Project scope**: Identified? | 1.0 |  |  |
| E) **Team**: Identified? | 1.0 |  |  |
| F) **Project plan**: rough timeline or approximate dates/time per each DMAIC step? | 1.0 |  |  |
| G) **Process map**: Has clearly identified the start of the current process? Has clearly identified the end of the process? | 2.0 |  |  |
| **Total possible 10 points** |  |  |  |