1. Thoroughly understand the problem.
2. Understand the problem requirements. Requirements can include whether the program requires interaction with the user, whether it manipulates data, whether it produces output, and what the output looks like. If the program manipulates data, the programmer must know what the data is and how it is represented. That is, you need to look at sample data. If the program produces output, you should know how the results should be generated and formatted.
3. If the problem is complex, divide the problem into subproblems and repeat Steps 1 and 2. That is, for complex problems, you need to analyze each subproblem and understand each subproblem’s requirements.