

1. The first step in the process of identifying a problem is to define the problem clearly.

2. The second step is to gather information about the problem. This can be done through research, interviews, or observation.

3. The third step is to analyze the information gathered. This involves identifying the causes of the problem and the potential solutions.

4. The fourth step is to develop a plan of action. This involves deciding on the best solution and outlining the steps to be taken.

5. The fifth step is to implement the plan. This involves putting the plan into action and monitoring progress.