Problem Solving (A3) Report

Topic: AFROTC CRM Client

Date: 20/1/21
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1. Identify a Problem	PLAN

Problem:
- As a member of Cadet Leadership in AFROTC I have had to work on maintaining cadet standards and working on a sort of paper trail for cadets. Whenever there is a change in Cadet Leadership that paper trail is lost to Leadership, and in the case of general cadets, the documents pertaining to them are usually lost right after being turned it.

2. Set the Target	PLAN

Target:
- Help ease Cadet Leadership's job by providing more efficient tools
- Prevent the loss of documents whenever there is a transition in leadership
- Provide Cadet Leadership a proper Cadet Tracker which can be used Detachment wide
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3. Analyze the Causes	PLAN

Causes:
- Leadership usually hosts a repository of all documents pertinent to that semester and once there is a transition those repositories are usually discarded
- Little to no desire to retain those documents or effort to do so
- Bad tracking practices

4. Propose & Implement Countermeasures	PLAN/DO

Proposal:
- Creating an application which can work as a tiny CRM, being able to pair cadets with documents pertaining to them, such as memorandums, semester plans, etc.

5. Check/Evaluate	CHECK

Evaluate:
- I believe that with the proper tools Cadet Leadership may be able to better handle the growing Cadet Wing, not only by providing a way for cadets to be able to interact with the data but it also would allow for data to be preserved.

6. Act and/or Standardize	ACT

ASK:
- How will we ensure the process continues to work (stays solved)?
- What have we learned?
- Where else can we apply this learning?

SHOW:
New or changed procedures, plans to apply learning in other areas
TOOLS:
Standard Operating Procedures

Template by Ignacio Tampe