**Problem Solving Process**

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| Step | Questions to Ask Yourself |
| Step 1Acceptance and Understanding Overall view of the Problem | * What is the problem (or puzzle, issue)?
* Define what the problem is
* What is the goal of solving the problem?
* Make life better
* Create a better product
* Improve the situation
* Save money/energy/resources etc.
* What are your limits?
* Money
* Time
* Resources
* Environment
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| Step 2Analysis and DefinitionDetailed View of the Problem | * Clarify what you KNOW
* Research the problem, question what caused the problem
* Who/What/When/Where/Why
* Gather facts and opinions
* Research similar problems and how they were solved (Precedent)
* Define your goals in solving the problem and your limits
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| Step 3Ideas and Selection Brainstorming Solutions to Problem | * Summarize information gathered in Step 2
* Know the problem, know the limits, and know the situation
* What are some solutions to the problem based on your information?
* Think big! Think crazy! What works, what won’t work? Then get into the details and perfect the idea.
* The best solutions solve more than one problem
* Come up with multiple solutions; Plan A, Plan B, etc.
* What is the main idea behind your solution(s)?
* Support your solution(s) – why is that the best solution to the problem?
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| Step 4Use your Solutions!  | * Chose the solution you think works best to solve the problem
* Back up your choice with reasons why you think it’s the best option
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| Step 5Evaluate How did your solutions work? | * Did your solutions solve the problem? How?
* Did the solution fit within your limits?
* Did your solutions create other problems?
* Where there better solutions?
* What could you do to improve your solution?
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\*\*Remember in many cases, there is no such thing as a perfect solution. In those situations,

compromise is required to solve a problem.\*\*