**Problem Solving Process**

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| Step | Questions to Ask Yourself |
| Step 1  Acceptance 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 |
| Step 2  Analysis and Definition  Detailed 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 |
| Step 3  Ideas 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? |
| Step 4  Use 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 |
| Step 5  Evaluate  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? |

\*\*Remember in many cases, there is no such thing as a perfect solution. In those situations,

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