

# Problem Solving Flow Chart

See [7 Step Problem Solving Process](#)

**IMPORTANT**

Do Immediate	Useful Prob. Solving Process
Someone Else Do It	Delay

**DECISIONS**

A Problem or a Decision

Will solving it deliver a Team Objective?

*1 Finding the Right Problem to Solve*

Establish Ground Rules for Quick Decisions

**DIFFICULT**

Difficult/Easy Important/Urgent

Quick Decision Process

Team Involvement Process

**TELL/SELL/PARTICIPATE/DELEGATE**

Define Problem

*2 Define the Problem*

[Questions Checklists](#)

Why/What Ifs Benefits/Outcomes

Problem Analysis

*3 Analyse the Problem*

Pareto    [5 Y's](#)    Questionnaire

[Critical Examination](#)    Flow Chart    Fishbone

**METHODS**

Idea Generation

*4 Develop Possibilities*

De Bono's Thinking Hats

Brainstorming

Mind Mapping

Fishbone

**METHODS**

Evaluation/Selection

*5 Select the Best Option*

Force Field

Cost/Benefit

**IMPLEMENTATION**

*6 Implement*

**EVALUATE, LEARN & REVIEW**

*7 Evaluate and Learn*