Prioritizing the Work

(A Planning Document)

Meeting Attendees:	
Location(s):	
Date(s) and Time(s):	

Data Discussed:

- *Describe the data discussed:*

Question(s) Raised:

- *List questions and/or points of discussion:*

- *Document ideas/findings/understandings discussed.*

Root Cause:			
• *Determine root cause from listings of questions discussed (refer to Five Whys template)*			

Decision(s) Proposed:			
• *List decisions proposed*			

Action(s) Needed	*Timeline*	*Person(s) Responsible*	*Follow-Up Date*