

Problem-Solving Team Training Activity Worksheet

Date: _____

School: _____

Identify Roles & Responsibilities

Role	Primary	Backup
Facilitator		
Note Taker		
Data Analyst		
Next role review date:		

Tasks for Note Taker

1. Complete Meeting Logistics and Desired Outcomes
2. Document items, tasks, and action plan to the meeting minute form

Step One: Define - What is the problem?

Primary Problem Statement

Precision elements:

Who _____

What _____

Where _____

When _____

Why _____

Precision Problem Statement

Step Two: Problem Analysis – Why is it occurring?

Root Cause Analysis

1. Determine the method to be used to analyze the problem for the root cause (i.e. fishbone, 5 whys, etc.)
2. Identify root cause

Step Three: Plan Implementation –What are we going to do about it?

Action Plan

Identify Goal: _____

1. Consider solution options
2. Select solution and determine evaluation criteria

Evaluation Planning	How & with what	When	Who
Measuring fidelity of Implementation			
Measuring Student Outcomes			

3. Assign tasks and schedule next meeting
4. Evaluate meeting effectiveness

Step Four: Evaluate Response to Intervention – Is it working?

Evaluation: Reconvene to review fidelity of implementation and progress towards goals