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Kepner-Tregoe Problem Analysis Template

What is Kepner-Tregoe Problem Analysis Template?

The Kepner-Tregoe Problem Analysis Template, also known as the “K-T” template, is a structured problem analysis framework developed by David W. Kepner and Jack Tregoe in the 1960s. It's a widely used tool for solving complex problems by breaking them down into manageable components.

The Kepner-Tregoe Problem Analysis Template consists of seven stages:

1. **Problem Statement:** Clearly define the problem or issue to be addressed.
2. **Description of Current Situation:** Describe the current situation, including relevant facts and circumstances.
3. **Goal Definition:** Define the desired outcome or goal for solving the problem.
4. **Analysis of Root Causes:** Identify and analyze the underlying causes of the problem using various analytical techniques (e.g., cause-and-effect diagrams, SWOT analysis).
5. **Development of Alternative Solutions:** Generate a list of possible solutions to address the root causes identified in stage -
6. **Evaluation of Alternatives:** Evaluate each alternative solution against criteria such as feasibility, cost, effectiveness, and risk.
7. **Selection and Implementation Plan:** Select the best solution(s) and develop an implementation plan, including timelines, resources, and responsible individuals.

The Kepner-Tregoe Problem Analysis Template provides a systematic approach to problem-solving by:

1. Focusing on the root causes of the problem rather than just its symptoms.
2. Encouraging creative thinking through brainstorming alternative solutions.
3. Evaluating alternatives objectively based on defined criteria.
4. Developing an implementation plan with clear responsibilities and timelines.

This template has been widely applied in various industries, including manufacturing, healthcare, finance, and government, to solve complex problems and improve overall performance.

[problem](#), [problem](#), [analysis](#), [process](#), [decision](#), [making](#), [root](#), [cause](#), [analysis](#), [solution](#), [implementation](#), [goal](#), [setting](#), [situation](#), [description](#)

Kepner-Tregoe Problem Analysis Template

1. Problem Statement

- Clearly define the problem.
- What is happening?
- What are the effects of the problem?

2. Problem Analysis

2.1. Problem Details

- **When** does the problem occur?
- **Where** does the problem occur?
- **Who** is affected by the problem?
- **What** are the symptoms of the problem?

2.2. Problem History

- What has changed in the environment or process?
- Have there been any previous occurrences of this problem?

3. Cause Analysis

3.1. Potential Causes

- List all potential causes that could lead to the problem.

3.2. Validation of Causes

- For each identified potential cause, determine if it is a contributing factor by gathering evidence.

3.3. Root Cause Identification

- Identify the root cause of the problem based on the validated potential causes.

4. Solution Development

4.1. Possible Solutions

- List all feasible solutions to address the root cause.

4.2. Solution Evaluation

- Evaluate each solution based on:
 - Effectiveness
 - Feasibility
 - Cost
 - Time to implement

4.3. Recommended Solution

- Select the most appropriate solution(s) and provide justification for the choice.

5. Action Plan

- Define the steps required to implement the solution.
 - **What** needs to be done?
 - **Who** will do it?
 - **When** will it be completed?
 - **Resources Required**

6. Follow-up

- Define metrics for measuring the effectiveness of the solution.
- Set a timeline for follow-up to ensure the problem is resolved.



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