

1. The first step in the process of identifying a problem is to define the problem clearly. This involves identifying the symptoms, the scope of the problem, and the impact it is having on the organization.

2. Once the problem is defined, the next step is to gather information. This involves talking to people who are involved in the problem, looking at data, and researching the problem further.

3. The third step is to analyze the information. This involves identifying the causes of the problem, the factors that are contributing to it, and the potential solutions.

4. The fourth step is to develop a plan. This involves deciding on the best solution, identifying the resources needed, and setting a timeline for implementation.

5. The fifth step is to implement the plan. This involves putting the plan into action, monitoring progress, and making adjustments as needed.

6. The final step is to evaluate the results. This involves assessing the effectiveness of the solution, identifying any lessons learned, and making changes to the process for the future.

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