**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12170&utm_source=template-word&utm_medium=content&utm_campaign=A3+Proposal-word-12170&lpa=A3+Proposal+word+12170)A3 Proposal Template**

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| --- | --- | --- | --- | --- | --- | --- |
| BACKGROUND |  |  | |  | | |
| What issues are we trying to resolve and why? | | | | | | |
|  | | | | | | |
| CURRENT STATE |  |  | |  | | |
| Describe the current situation and its limitations. | | | | | | |
|  | | | | | | |
| PROPOSAL |  |  | |  | | |
| Detail the suggested solution or improvement idea. | | | | | | |
|  | | | | | | |
| BENEFIT ANALYSIS | | | |  | | |
| What are the benefits of the proposed solution? | | | | | | |
|  | | | | | | |
| IMPLEMENTATION PLAN | | | | |  |  |
| Outline the steps to implement the proposal, including who, what, when, where, and how. | | | | | | |
|  | | | | | | |
| EVALUATION CRITERIA | | | | |  |  |
| List methods and measures for evaluating success. | | | | | | |
|  | | | | | | |
| FOLLOW-UP PLAN | | | | |  |  |
| Compare results to predictions. | | | | | | |
|  | | | | | | |
|  | | |  | |  |  |
| AUTHOR | | | DATE | | APPROVED BY | DATE |
| Name | | | MM/DD/YY | | Name | MM/DD/YY |

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