**A3 Proposal Template**

|  |  |  |  |
| --- | --- | --- | --- |
| 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 |

|  |
| --- |
| **DISCLAIMER**Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |