

A3 REPORT GUIDE FOR RELIABILITY ENGINEERING PROGRAMS

Version 1

Background or Incident Summary	Target Condition	
<p>The Incident Summary (or Business Case for the analysis) should include: brief description or background of the initial incident(s), a problem statement, and the areas impacted (such as quality, safety, environment, production, maintenance).</p>	<p>This is the desired end-state, or outcome. In this section, make note of:</p> <ul style="list-style-type: none"> - performance standards - year-end or desired target condition - verify the target condition supports the business case and ROI (or cost-benefit) estimates 	
Current Condition	Action Plan	
<p>In this section, be sure to summarize all relevant information and data that helps describe the current state:</p> <ul style="list-style-type: none"> - flows: process, material, information - evidence - root cause analysis results - diagrams, graphs, charts - impact summary 	<p>Indicate the steps and activities needed to bridge the gap between the current state and target condition as it relates to the business case (or original incident). Include a timeline, improvement activities or corrective actions and resources.</p>	
	<th data-bbox="1108 1052 1864 1154">Metrics</th>	Metrics
	<p>State the starting, current and target metrics. Be sure to include leading and lagging indicators. Establish a cadence to update the metrics (e.g. monthly) and process.</p>	

Version 2

Background	Future State	
<p>This is a description of why a solution is needed, or the outline of a problem – it is the starting point and where context is added to support next steps.</p>	<p>The Future State details specific goals and any countermeasures planned.</p>	
Current State	Implementation Plan	
<p>Include a summary of the analysis. This section describes the situation as it exists today and in the context of a bigger picture.</p>	<p>Indicate here the Who, What, When and How of the proposed countermeasures (or recommended actions).</p>	
	<th>Results</th>	Results
	<p>Use this section to record results and compare them to the plan – it is the documentation of effect confirmation and follow-up.</p>	

