

ACTION PLAN LESSON NINE

BUSINESS CASE FOR A RELIABILITY INVESTMENT

1 Targeting the Need

1. Review version 2 in the **A3 Reporting Guide for RE** to familiarize yourself with its elements.
2. Select a problem for investment.
3. Using the A3 Reporting Guide for RE **Template** form, build the A3 to justify the investment; be sure to consult with others for additional implications.
4. Be sure to include these elements:
 - a. existing cost/expense estimates
 - b. initial and target metric values
 - c. communication strategy
 - d. action steps and responsible parties
 - e. testing/validation procedure
 - f. resource needs (personnel, time, materials, etc.)
 - g. frequency of status updates
 - h. results reporting; return on RE investment

2 Management of Change

1. What form, fit, function, or process changes are required?
2. What recommendations do you have for ensuring a smooth change?
3. What materials or documentation will need to be updated? (Diagrams, procedures, training materials, etc.)
4. Which internal and external partners should be notified?