



**Title:**

**Author(s):**

**Date:**

**Analysis**

*Issue -> Evidence -> Effect -> Root Cause*



**Action plan**

*What will you do?  
When will you do it?*



**Background**

*What is the situation?  
Where are you starting from?*



**Goals**

*What do you aim to achieve?  
What is the current measure?  
What is your target?*

**Countermeasures (options)**

*What can you do?  
How much effect will it have?  
What resources do you need?  
What obstacles are there?*



**Follow up**

*How will you know if you actions worked?  
When will you check?  
What else needs to be done?*