Use this template to document input during the small group brainstorm session(s).

|  |
| --- |
| **Topic.** Write down the selected custom improvement concept for this discussion. |
| **Group Members.** List the group members participating in this discussion. Aim for a group size of 4 with maximum group size of 5. |
| **Problem Statement.** What is the issue or challenge that needs to be overcome, or what needs to be improved? |
| **Potential Solution.** Describe a potential solution. |
| **Value/Benefits.** Describe the stakeholder benefits and/or value of fixing this issue. |
| **Cost.** Describe the costs/challenges with fixing this issue. |
| **Process.** What should be the process to address this issue and develop and/or implement the solution? |
| **Success factors.** What would be the measures of success? |
| **Stakeholders.** Which stakeholders need to be involved in addressing this challenge? |
| **Priority.** What priority level should this solution take for Stakeholders? Circle one and explain.   * Immediate * Next few years * Within 5 years * Parking Lot |
| **Previous Efforts.** List any previous related efforts related to this issue that a working group or other stakeholders should be aware of. |
| **Existing efforts.** List any existing related efforts related to this issue that a working group or other stakeholders should be aware of. |
| **Regulatory context.** Describe any important regulatory decisions or context a working group should be area of. |