This worksheet can be used to capture each of the suggested solutions identified by the team. Terms used in the worksheet are defined below.

* *Process:* This is the process you examined in Phase Three. If you examined more than one process, the team should complete a separate worksheet for each one.
* *Suggested Solutions:* Briefly describe the suggested solutions. If this solution is implemented, what will be different about the process?
* *Contributing Factors:* Briefly describe why the suggested solutions will address the problem, with reference to the contributing factors identified in Phase Three.
* *Further consideration*: Determine whether or not each solution will be further evaluated.

|  |  |  |
| --- | --- | --- |
| **Process:** | | |
| **Suggested Solution** | **Explanation and Contributing Factors** | **Further**  **Consideration?** |
| *E.g.: Develop information sessions for eighth grade students on health careers, along with recommended high school courses.* | *E.g.: Students lack of awareness of the steps they need to take during high school to prepare for entry into higher-paying health careers leads to inadequate numbers of interested and qualified students, which reduces student retention and success.* | Yes  No |
|  |  | Yes  No |
|  |  | Yes  No |
|  |  | Yes  No |