

Problem Statement Worksheet

Step 1: Crafting the Problem Statement

Initial Problem Statement:

Write the initial problem you are seeking to address.

It is okay to be vague here. The idea is to be clear about what the problem is.

Ask some clarifying questions:

- **Who does it affect / does not affect?**
- **What does it affect / does not affect?**
- **When is it a problem / is it not a problem?**
- **Where is it a problem / is it not a problem?**
- **What is the statistical data?**

New Problem Statement:

Write a clear and concise problem statement here:

After writing out the answers to the above questions, rewrite the problem statement into a clear concise statement of one to two sentences. These two sentences should focus on one problem and should not suggest a possible solution.

Step 2: Data — Supporting Information

Once you have the problem statement developed, describe the data (where it is from, if it was local data how it was collected). *Describe in one or two paragraphs how this data supports the problem and/or how it is relevant to the scope and nature of the problem.*

Step 3: Challenges to Addressing the Problem

Once you have the problem statement developed, describe the challenges that currently stand in the way of addressing this problem. *Expand the explanation beyond funding.*