



Defining the Problem Worksheet (Team-Based Problem Definition and Planning Tool)

1. What problem are you trying to solve?

Note: It is very important to ensure that all members of the team agree on what problem is being solved.

2. Who are you solving the problem for?

Note: It is important to make sure your team members agree on who will benefit from the product. Make sure all team members are engaged in naming the WHO.

3. What outcomes do you hope to achieve?

Note: Develop or adopt Specific, Measurable, Achievable, Relevant and Time bound (SMART) approach to frame your outcomes.

4. What prior efforts have been made to address this problem in prior research? How will your team's work build on or differ from previous efforts?

Note: Review the empirical evidence and narrow down where your team can effectively address the remaining gaps.

5. What are your objectives and scope of the project?

Note: Clarity and agreement on your objectives and scope helps prevent scope creep, overcommitment, and misalignment across team members.

6. What are the roles and responsibilities of team members?

Note: Once your team has clarity on how to address the problem, identify the action items along with each team member's roles and responsibilities for these activities before commencing implementation.