

Deleted the paper from earlier which was violating copyright.

(from Glossary)

The A3 report is a tool used for problem solving in the course of work. The name “A3” describes the size of paper on which the report is written. The steps of the report include identifying a problem, understanding the current condition, determining the root cause, developing a target condition, implementation plan, and follow-up plan. These steps are all written and drawn (not typed) out on a single piece of A3 paper.

#### Reference Material

1. A3 Thinking  
<http://a3thinking.com/>
2. A3 - The Basic Problem Solving Tool  
[http://www.umassmed.edu/uploadedFiles/fmch/Faculty\\_Resources/Fall11\\_PelletierA3.pdf](http://www.umassmed.edu/uploadedFiles/fmch/Faculty_Resources/Fall11_PelletierA3.pdf)
3. Toyota's Secret: The A3 Report from MIT Sloan Management Review  
<http://sloanreview.mit.edu/article/toyotas-secret-the-a3-report/>