# Developing a Well-Specified Problem Statement

## Virtual Meeting Facilitation Guide

## [Date], [Approx. 75-Minute Time Slot]

### Objectives

* Understand features of a high-quality problem statement
* Develop a well-specified problem statement

### Meeting Resources

* Problem Statement PowerPoint (PPT) Presentation
* Problem Statement Facilitation Guide
* Google Document: Problem Statement Exploration

### Welcome and Introductions (5-10 minutes)

* New participant introductions
* Summary and outcomes of prior meeting (Networked Improvement Community [NIC] introduction)
* Objectives for today’s meeting

### Presentation: Developing a High-Quality Problem Statement (15 minutes)

* Presentation
* Discussion and Q&As

### Activity: Developing a High-Quality Problem Statement (45 minutes)

* Initial brainstorming and problem identification
* Problems shared, prioritized, and condensed
* Final problem statement refined and vetted

### Next Steps (10 minutes)

* Meeting summary
* Review NIC process and the road ahead
* Schedule next meeting (root cause analysis)