

I Have a Problem

Relaxing Quiet Life
Remains Dull
Change Is Mostly Relished

3 Step Guide

What's Up

Review your Problem and what the possible outcome could be, then think about the what options are available to mitigate the risk



What To Do

Make your recommendations, from these recommendations decide which one best fits the problem, circumstances and resources. Inform all necessary people of what going to happen



Do It

Implement the selected action plan, monitor how things go and review, revise and amend actions as necessary, ensuring all necessary people are made aware of whats happening.



10 Step Guide

1 → Review Problem

2 → Quantify and Qualify Possible Outcomes

3 → List Possible Options

4 → Make Recommendations

5 → Decide on Course of Action

6 → Inform Stake Holders etc (Communicate)

7 → Implement Actions

8 → Monitor Action Plan

9 → Review and Amendment