

Is / Is Not table* will help structure data gathering and help formulate your problem description

Problem Description:			
	IS	IS NOT	Comments / Actions
Who			
What			
When			
Where			

- Become sufficiently familiar with the event before populating the tool
- Add data to the lines describing who, what, when and where considering what IS clearly in scope and what “Is Not” in scope
- Use the right-most column to guide your next steps in data collection

*Kepner-Tregoe methodology