**UCSF A3**

The A3 is designed to build consensus around improvement strategies and experiments. It is a tool that the team can use to communicate and validate improvement work. A3s also help to direct the implementation of the action plan proposed. The A3 format incorporates PDCA problem-solving process.

**Residency/Fellowship Program: Residency/Fellowship Team Leaders: Faculty QI Mentor / UBLT (see list online):**

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|  | **1. Background: *What problem are you talking about and why?*** |  | **5. Experiments: *What countermeasures do you propose and why?*** |
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|  | **2. Current Conditions: *Where do things stand now?*** |  | **6. Action Plan: *How will you implement?*** |
|  | **Concise problem statement:** |  |  |
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|  | **3. Target Conditions (Goals): *What specific outcomes is desired?*** |  | **7. Study, Reflect, Plan Next Steps: *How will you assure ongoing PDCA?*** |
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|  | **4. Gap Analysis: *Why does the problem exist?*** |  |  |
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