



1. **Identify the problem.**
 2. **Identify the cause of the problem.**
 3. **Identify the effect of the problem.**
 4. **Identify the solution to the problem.**
 5. **Identify the steps to solve the problem.**
 6. **Identify the resources needed to solve the problem.**
 7. **Identify the risks of not solving the problem.**
 8. **Identify the benefits of solving the problem.**
 9. **Identify the stakeholders involved in solving the problem.**
 10. **Identify the timeline for solving the problem.**

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