

1. The first step in the process of identifying a problem is to define the problem. This involves identifying the symptoms and the underlying causes of the problem. Once the problem has been defined, the next step is to identify the stakeholders who are affected by the problem. This is important because it helps to determine who has a stake in the problem and who should be involved in the solution.

2. The second step in the process of identifying a problem is to gather information. This involves collecting data and conducting research to understand the problem more fully. This information is used to identify the causes of the problem and to determine the best course of action. It is important to gather information from a variety of sources to get a complete picture of the problem.

3. The third step in the process of identifying a problem is to analyze the information. This involves identifying the key factors that are contributing to the problem and determining the relationships between them. This analysis is used to identify the root causes of the problem and to develop a plan of action. It is important to analyze the information carefully to avoid making incorrect conclusions.

PROBLEM IDENTIFICATION



4. The fourth step in the process of identifying a problem is to develop a plan of action. This involves identifying the specific steps that need to be taken to solve the problem. It is important to develop a plan of action that is realistic and achievable. The plan of action should be based on the information gathered and the analysis conducted.

5. The fifth step in the process of identifying a problem is to implement the plan of action. This involves putting the plan of action into practice. It is important to monitor the progress of the plan of action and to make adjustments as needed. The goal is to solve the problem and to prevent it from recurring.