

A3 Project Management and Problem Solving Thinking – One Pager

1. WHAT IS AN A3 PROJECT?

An A3 project is an activity that:

- Supports continuous improvement objectives
- Requires over 20 hours of dedicated man-hours
- Uses an A3 worksheet

2. WHERE DO A3 PROJECTS COME FROM?

- Proposed by any function or personnel
- Based on improvement objectives, VSM, compliance or safety requirements
- Pre-screened by senior managers for the master list
- Master project list managed by the continuous improvement facilitator

3. A3 OBJECTIVE

To create a one-page (A3 size, 420mm x 297mm) summary of a program, project, or problem for the team and relevant personnel.

4. WHY?

- Promotes brevity and focused thinking
- Tells a logical story on one sheet
- Standardizes project/problem documentation across the organization

5. WHO?

- Team leader of the program/project
- Or the process owner of the area under review

6. HOW?

- Complete the standard A3 Template (7–9 boxes)
- Follows an 8-step path and is tailored per project
- Use visuals (photos, drawings, graphs) to support storytelling

7. UPDATE FREQUENCY

The A3 is a living document—updated continuously as the project progresses.

8. REVIEW FREQUENCY

Reviewed by the team and project/program champion as needed.

Frequency is set at the beginning of the project.

