

1. Identify the problem - answerable why the question what but with more than five why's to be able to identify the root cause of the problem which is sometimes the visible problem is not the problem at all.
2. Define the problem - you have to list down the parts, characteristics and features of the problem so that you can easily discuss it for open and better recommendation for problem solving and possible countermeasures.
3. Investigate - this part can be accessible by answering five W's in order to get more details to support the proposed solution and identify the root cause of such an issue.
4. Analyze - In here brainstorming and research need to do to gain more information about the current set up and make some adjustment for the meantime so it wouldn't be a bigger problem.
5. Solve - Fill the problem with a solution but don't forget to monitor it because sometimes there are side issues that don't help at all and just make it even worse.
6. Check the Solution - you have to examine if the proposed solution is effective and if it makes some changes small or big as long as it helps a lot to cover the problem.

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