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| **PROBLEM** | **SOLUTION** | **PROCESS** | **ACTION PLAN** | **OUTCOME** | **REVIEW** |
| ISSUE: | SOLUTION: | COLLABORATION: | 1. | ❑ Successful  ❑ Unsuccessful  ❑ Edit & resubmit | ❑ Successful  ❑ Unsuccessful  ❑ Edit & resubmit |
| 2. | COMMENTS: | COMMENTS: |
| 3. |
| CONCERNS: | IMPACT OF SOLUTION: | KEY PEOPLE: | 4. |
| 5. |
| 6. |
| **PROBLEM** | **SOLUTION** | **PROCESS** | **ACTION PLAN** | **OUTCOME** | **REVIEW** |
| CURENT SITUATION: | KEY DECISION MAKER(S) | EVIDENCE: | 7. | COMMENTS: | COMMENTS: |
| 8. |
| 9. |
| MISCONCEPTIONS: | MY MESSAGES: | COMMUNICATION TOOLS: | 10. |
| 11.­ |
| BARRIERS: | 12. |