### Background
Why does it matter that this problem be solved or improvement made?

### Current Conditions
Describe the current situation, by including facts, data, figures, pictures, etc. that demonstrate you’ve experienced the situation first hand.

### Goals and Targets
What is the desired future state? Describe what will improve, be specific.

### Improvement Recommendations
What will circumvent the obstacles between you and your goals? Consider many options and rank them by viability, feasibility, desirability and sustainability. Show how addressing the root causes of the obstacles will lead to achieving your goals.

### Actions
What sequence of major actions will accomplish your improvement?

### Unresolved Issues
What further learnings are necessary to gain before you can make this improvement?

### Risks and Dependencies
What things may prevent you from making this improvement?