**Basic Problem-Solving Procedure**

1. Define the problem

Discuss the Problem’s symptoms, seriousness and impact

Write the problem is question form

Define any confusing terms

1. Research and Analyze the Problem

List all the topics that must be researched and discussed

Gather needed information

Discuss the information and opinions for each topic in an organized manner

1. Establish a checklist of criteria
2. List Possible alternatives
3. Evaluate each alternative
4. Select the best alternative(s)

Discuss how to implement the best alternative