

It is a good idea to identify the critical tasks necessary to accomplish your goal. An A3 is not a place to put a gantt chart but rather list important action items.

Create a RACI so well defined roles and responsibilities are visible for a project success

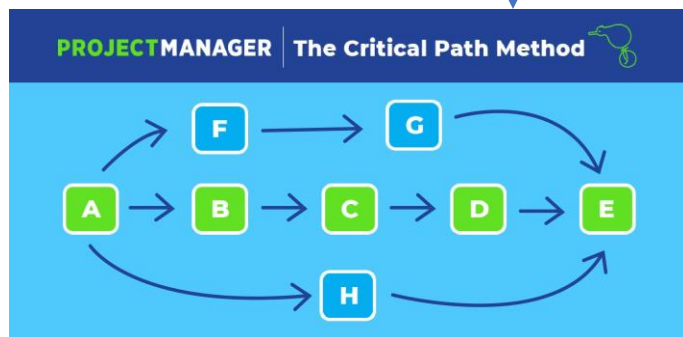
At this point too as the A3 is a communication tool to show problem resolution, it is important to identify roles and responsibilities with a RACI



Step	Project Initiation	Project Executive	Project Manager	Business Analyst	Technical Architect	Application Developers
1	Task 1	C	A/R	C	I	I
2	Task 2	A	I	R	C	I
3	Task 3	A	I	R	C	I
4	Task 4	C	A	I	R	I

CIO/IDG

Now list out the critical path action items and assign who and when to them



TASK ID	ACTION	WHO	WHEN
1	Process Mapping	LOS Operations	July
2	Financial Analysis	Finance	Aug
3	New Process Design	Quality Team	Sept
4	Software Integration	IT	Nov
5	Pilot	LOS Operations	Dec
6	Documentation	LOS Operations	Jan

Go To Check Pane