



<p><b>SITUATION</b></p> <p>What is the background to the issue that requires a recommendation?</p>	<p><b>PROBLEM</b></p> <p>What problem is the issue causing or could cause to workers? How does the issue impact the organization in any way?</p>
<p><b>IMPLICATION</b></p> <p>What is likely to happen if nothing is done about the problem? What level of risk does the problem pose?</p>	<p><b>NEED</b></p> <p>What options are available to fix the problem or reduce the problem? What is the likely cost and what timeframe does the Learning Team recommend?</p>