**Employee Engagement Problem Solving Guide Send to** [**StrategicHR@ofm.wa.gov**](mailto:StrategicHR@ofm.wa.gov?subject=Experiment%20Description)

**Experiment Description**

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| **CONTACT INFORMATION** |
| **Agency:** |
| **Contact Name:** |
| **Phone Number:** |
| **Email:** |

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| **PROBLEM STATEMENT** – What specific problem (gap) did you address? |
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| **EXPERIMENT** – Describe the details of the experiment |
| **Objective:** |
| **Hypothesis:** |
| **Measures:** |
| **Plan to address the root cause and achieve the objective:** (you may paste a Word table or Excel action plan below) |

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| Click Here to Paste  Or click here to type |

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| **Results/Progress and Learning:** |
| **Challenges experienced and how they were addressed:** |
| **Considerations for others adapting this experiment:** |
| **SCOPE & CONTEXT** |
| **Employee Group** – describe the group of employees on which this experiment focused  **Size of group:**  **Nature of their work:**  **Primary customers served:**  **Other important characteristics**: |
| **Resources** – describe the resources involved to conduct this experiment  **Role of point person:**  **Roles of other team members:**  **Why these roles were chosen:**  **External resources or assistance (if any):**  **Resource ‘intensity’ / FTE equivalent:** |
| **Timeline** – describe how long the experiment took to complete, by phase if possible  **Start to Finish:**  **Plan:**       **Do:**       **Check:**       **Act:** |