**Employee Engagement Problem Solving Guide Send to** **StrategicHR@ofm.wa.gov**

**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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| **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:**       |