

# EASY PROCESS FOR GROUP PROBLEM SOLVING AND INNOVATION

**F** = Facts

**P** = Problem or Opportunity

**I** = Ideas for the way forward

**S** = Solutions

**A** = Acceptance and Action steps needed

**BEGIN** with a statement of what you think is the main problem/opportunity. Then use the process below.

**Note:** When you collate the **Facts** and **Ideas** follow the process below in coming to a conclusion: (i) List (ii) Cluster (iii) Prioritise (iv) Decide

STEP	GUIDELINES
<b>FACTS</b>	
1.	<b>List</b> all the known facts surrounding the situation. Be advised to keep this first part of the FPISA process going for as long as possible. The most obvious facts get mentioned at the beginning of the exercise. The most profound facts often don't get mentioned until the end.
2.	<b>Cluster</b> the facts into same-type groupings to clarify the real issues that are being considered.
3.	<b>Prioritise</b> the groupings into levels of importance
4.	<b>Decide</b> what is the real problem that the above analysis has flushed out, not necessarily the "presenting" problem that was first thought of.
<b>PROBLEM</b>	
5.	In the light of the full facts, <b>restate the real problem</b> or opportunity the group is facing. <i>You could rephrase it as "How might we...?"</i>
<b>IDEAS</b>	
6.	<b>List as many ideas for solving the real problem as possible.</b> Do not evaluate or rule out ideas. Just write them down. Again, all the usual ideas will come first. But remember the new and best ideas are often formulated towards the end.
7.	<b>Cluster</b> the ideas into useful groupings.
<b>SOLUTION</b>	
8.	<b>Prioritise</b> the idea groupings into an agreed order of effectiveness and agree a list of criteria by which you will <b>assess the various ideas</b> for reality, cost-effectiveness, time-scale, resource-availability etc. Perform "risk-analysis" assessments against each one if appropriate.
<b>ACCEPTANCE</b>	
9.	<b>Agree</b> personal action-plans for each solution and <b>allocate</b> people and time frames.