The initial phase of Creative Problem Solving is often referred to as Problem Scoping. This process establishes clear requirements for creating a viable final solution. It often is initiated by the identification of a need or issue. This part of the problem solving process focuses on the issue/need by gathering and analyzing information. In other words, you will clearly define what needs to be done prior to creating an effective solution.

This SLP will help you practice your problem scoping skills by completing a clear, focused [*Problem Scoping Document*](https://tlc.trident.edu/content/enforced/118514-BUS101-2018MAR26FT-4/BUS%20101/Modules/Module3/Problem%20Scoping.docx?_&d2lSessionVal=1ALLDxDQvazsY6xK5CbzYaNpa&ou=118514). This will provide a clear problem definition and target for solution development.

The best way to approach this assignment is to present the required information in the order given in the Step 2 section of the Problem Scoping Assignment Instructions. For example; begin by stating the problem that you found from the choices in Step 1. Then move to Step 2 by separately addressing each of the areas presented as a, b, c, etc.

Make sure that you double-check your work against the requirements before uploading the paper.

**Problem Scoping Assignment Instructions:**

As you complete problem scoping phase, your proposed document will include the following information:

* Develop a Problem Statement.
* Determine any potential constraints,
* Determine the criteria
* Identify the stakeholders
* Develop a procedure for gathering data prior to decision making.

Be sure to thoroughly complete and submit the Problem Scoping Document.

Steps:

Select a problem from either: [*Performance Management*](https://tlc.trident.edu/content/enforced/118514-BUS101-2018MAR26FT-4/BUS%20101/Modules/Module3/Performance%20Management%20Case.pdf?_&d2lSessionVal=1ALLDxDQvazsY6xK5CbzYaNpa&ou=118514) or [*Compensation Case*](https://tlc.trident.edu/content/enforced/118514-BUS101-2018MAR26FT-4/BUS%20101/Modules/Module3/Compensation%20Case%20Gulf%20%20Burgers.pdf?_&d2lSessionVal=1ALLDxDQvazsY6xK5CbzYaNpa&ou=118514)

1. Determine what questions you would ask yourself:
   1. Scope of the problem – Part of the Problem Statement.
   2. When and where the problem occurs - Part of the Problem Statement.
   3. Impact - Part of the Problem Statement.
   4. Identify two criteria related to the problem statement that you created.
   5. Who is directly involved with the problem? Stakeholders?
2. Determine how you would gather data.

**SLP Assignment Expectations**

In addition to addressing each step above in the Problem Scoping word document template, your assignment must follow these formatting requirements:

1. Center the title, your name, and date on a separate page. Use Times New Roman, 14 point)
   1. Bold the title only
2. Set Left and Right margins at 1 inch
3. Number the pages
4. Include a References section using the guidelines from the Trident University Writing Style Guide (Mullen, Timothy. 2014. Trident University Writing Guide. Accessed on June 20, 2016 at [*https://mytlc.trident.edu/files/Writing\_Style\_Guide\_Trident.pdf*](https://mytlc.trident.edu/files/Writing_Style_Guide_Trident.pdf)). Include this site as a reference in addition to any of the background readings that you draw upon to develop your problem scoping document.
5. Upload your document as a Word .doc or .pdf into the SLP drop box by the module due date.