

PROBLEM SOLVING PROCESS

Administration

Problem Lead:

Date started:

2 The Perceived Problem

2.1 Initial assessment of problem (include baseline figure)

2a The Defined Problem (to be completed after your Research and Analysis)

2.2 What is the identified problem?

2.3 Who are your partners?

3 The Perceived Aim

3.1 What do you want to achieve?

5 Analysis

- 5.1 **Victim(s)** profile
- 5.2 **Offender(s)** profile
- 5.3 **Location(s)** profile



Contingency Plan

(Actions to be taken under particular circumstances, e.g. if another incident/crime in a series occurs, who should be contacted in event of sickness, holiday etc.?)

6 Options (for possible response(s), as discussed at meetings with partners)

- 6.1 **Victim(s)**
- 6.2 **Offender(s)**
- 6.3 **Location(s)**

7 Response(s) including which agency is doing what and details of lead person

- 7.1 **Victim(s)**
- 7.2 **Offender(s)**
- 7.3 **Location(s)**

8 Evaluation (Victim/Offender/Location)

- 8.1 What worked well
- 8.2 What didn't work quite as well
- 8.3 Did we achieve our aim
- 8.4 Was it achieved within resources allocated for project
- 8.5 Resident perceptions



9 Evaluation of processes and procedures

What worked well and what didn't work quite as well
Conclusions and recommendations

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Project sign off at end

Person authorising sign off:

Date of sign off:

