



Problems and Solutions table

For analysing issues and brainstorming possible solutions

WHEN TO USE IT?

- * Brainstorming
- * Idea and knowledge exchange

WHAT IS NEEDED?

Time: 1 hour

Participants: groups of 5-6 stakeholders + 1 facilitator + 1 recorder

Material support: blank version of the Problems and Solutions Table (see *overleaf*), pens and filled out **Problem tree** (optional).

> Identify a recorder who will be writing down the comments made during the brainstorming session.

The Problems and Solutions table supports brainstorming and open discussion to shift from identified problems to implementable solutions.

As many of the problems we face affect others, a collaborative approach makes sense the most when seeking for solutions to solve common issues. It increases a group's efficiency, participation and satisfaction.

WHAT FOR?

> To conduct a detailed problem analysis, allowing for discussion and reflection.

> To plan and compare alternative approaches and resources to solving a problem.

HOW TO USE IT ?

Step 1 Organise a brainstorming session

- > Once the problem is stated, the participants can start to freely share their ideas in an open discussion setting. Ensure that there is room for creativity.
- > In groups, discuss and analyse each identified solutions.

Step 2 Make a decision

- > Have one person decide on the solution(s) to be selected or proceed to a vote. Each participant can vote for the solutions they think are most suitable.
- > The solutions that get the most votes will be added to the Problems and Solutions table and possibly put into practice.

Step 3 Fill in the table

- > For each problem, pick concrete, feasible solutions and seek for alternatives.
- > Identify the resources needed to effectively implement your solutions. It can be financial (e.g. budget allocation) or/and human resources (e.g. staff time, use of volunteers, etc.)

Step 4 Turn your solutions into concrete actions by including them in an action table (see *corresponding tool*).

- > Before starting, it can be helpful to use the **Problem Tree** to get a fresh and comprehensive understanding of the initial situation
- > Turn your solutions into actions by using the **Action table**.

PROBLEMS AND SOLUTIONS TABLE

Theme		
Problems	Solutions	Resources