

# MAX4™ SOLUTION FORMAT



## STEP 3.1: GENERATE ACTIONS

- Generate 'repair', 'improving', 'avoiding', and 'innovating' actions for each listed key requirement.
- **ASK: "What action can you think of that would repair, improve, innovate the stated requirement?" or "What cost effective action can you take today or in the near future to meet this requirement?"**
- Repeat this for each requirement
- List as many feasible actions as possible, only adding new actions not already listed.
- Assign a number to each action, and then allocate each action to its own evaluation column.

## STEP 3.2: EVALUATE ACTIONS

Key Requirements	1	2	3	4	5	6	7
Identify the best actions for each requirement first and then allocate scores for rest of the actions.	2	3	2	3	1	1	0
<b>ASK: Which action(s) has the best chance to meet the requirement?</b>	1	2	1	3	3	2	3
Award these ones the highest score	0	3	0	0	0	3	0
<b>ASK: Which action(s) has nothing to do with this requirement?</b> Score (0)	3	3	3	0	0	2	1
<b>ASK: How well will the others do compared to your best performing action?</b> Award appropriate score	0	2	3	3	0	0	0
	3	0	2	1	0	3	1

## STEP 4: DEVELOP A SOLUTION – Action Plan

Consider the best performing actions and combine up to four/five different actions that would give you the best holistic solution. Also consider actions that would provide the 'glue' in this problem situation. Create an action plan for implementing actions over a period of time.