![OPS Tools — ORIGIN PROBLEM SOLVIING]

Origin Action Board – OPS Tools™

Use this simple board to capture "off scope" issues during a meeting or PROVE Loop™ session, then decide at the end which items are quick Just Do It (JDI) tasks and which are Practical Problem Solving (PPS) problems that need more deliberate work.

When to use this tool

Any time a meeting or PROVE Loop™ session keeps uncovering real issues that are outside the main topic, and you want to keep focus without losing those issues.

Quick steps

1. Set up this sheet or a whiteboard titled "Origin Action Board" at the start of the meeting.
2. When an off scope issue shows up, write a short description in the Action Board table instead of debating it.
3. Reserve 10–15 minutes at the end of the meeting to review the table together.
4. For each item, use the JDI checklist. If it meets all criteria, treat it as a Just Do It task.
5. If it does not meet all criteria, treat it as a Practical Problem Solving (PPS) candidate and pick which problem to work next.

JDI checklist

For each item, ask:

- **It's New:** Not a repeat problem after a prior fix.
- **It's Clear**: The issue and fix are obvious; no breakdown needed.
- **It's Obvious**: Root cause is apparent; no data collection or tools required.
- **Everyone Agrees**: Stakeholders align on the fix and scope.

If the answer is "yes" to all questions, mark the item as JDI. If any answer is "no", mark it as PPS (Practical Problem Solving).

Origin Action Board – Action list

ID	Brief description of issue	JDI or PPS	Owner	Due date	Status

OPS Tools™ support the Origin Thinking™ system by giving teams simple, repeatable ways to capture issues, sort them, and take practical action.