**Pareto Analysis – Template**

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| **1. Describe the problems that have been selected for resolution.** |
| 1. Click or tap here to enter text.2. Click or tap here to enter text.3. Click or tap here to enter text. |

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| **2. Identify the root cause of the problems.** |
| 1. Click or tap here to enter text.2. Click or tap here to enter text.3. Click or tap here to enter text. |

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| **3. Assign each problem a negative score on the basis of its impact on organisational goals or objectives. The problem with the largest negative score should be given the highest priority for resolution.** |
| 1. Click or tap here to enter text.2. Click or tap here to enter text.3. Click or tap here to enter text. |

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| **4. Group problems together which share a root cause.** |
| **Root cause 1** | **Root cause 2** | **Root cause 3** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

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| **5. Calculate the total of the negative scores for all items in each of the groups from step 4. The root cause category that has achieved the highest negative score represents that which should be addressed first.** |

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| **6. Generate ideas for solving the root causes with the highest priority.** |