ROMP SWOT AND ROOT-CAUSE/SOLUTION TEMPLATE

I. SWOT Matrix

Prompt: Our ability to do…..
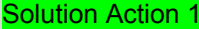
KEY:
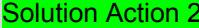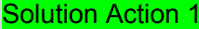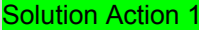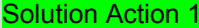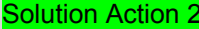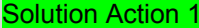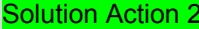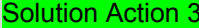
■ = Low-Hanging Fruit
■ = Critical Issue

Strengths:	**Weaknesses:**
● Strength 1 ● Strength 2 ● Strength 3 ● Strength 4 ● Strength 5	● Weakness 1 ● Weakness 2 ● Weakness 3 ● Weakness 4 ● Weakness 5
Opportunities:	**Threats:**
● Opportunity 1 ● Opportunity 2 ● Opportunity 3 ● Opportunity 4 ● Opportunity 5	● Threat 1 ● Threat 2 ● Threat 3 ● Threat 4 ● Threat 5
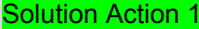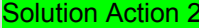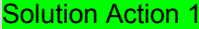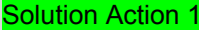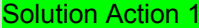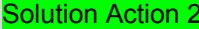
II. Issues that are critical and low-hanging fruit:

██████ = Actionable item to add to project management spreadsheet.

Issue	Root Cause(s)	Solution(s)
Issue 1	Root Cause 1 Root Cause 2 Root Cause 3	Solution Action 1 Solution Action 2 Solution Action 3
Issue 2	Root Cause 1 Root Cause 2 Root Cause 3	Solution Action 1 Solution Action 2 Solution Action 3
Issue 3	Root Cause 1 Root Cause 2 Root Cause 3	Solution Action 1 Solution Action 2 Solution Action 3
Issue 4	Root Cause 1 Root Cause 2 Root Cause 3	Solution Action 1 Solution Action 2 Solution Action 3
Issue 5	Root Cause 1 Root Cause 2 Root Cause 3	Solution Action 1 Solution Action 2 Solution Action 3
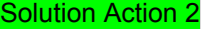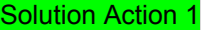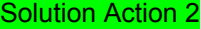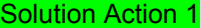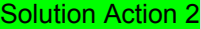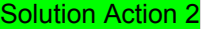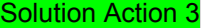
III. Issues that are critical but not low-hanging fruit:
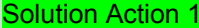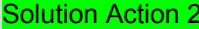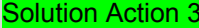
███ = Actionable item to add to project management spreadsheet.

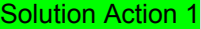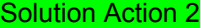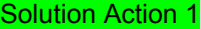| Issue	Root Cause(s)	Solution(s)
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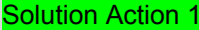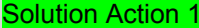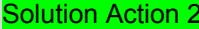
IV. Issues that are not critical but are low-hanging fruit:

[green box] = Actionable item to add to project management spreadsheet.

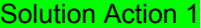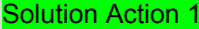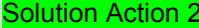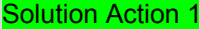| Issue	Root Cause(s)	Solution(s)
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Issue 4	Root Cause 1 Root Cause 2 Root Cause 3	Solution Action 1 Solution Action 2 Solution Action 3
Issue 5	Root Cause 1 Root Cause 2 Root Cause 3	Solution Action 1 Solution Action 2 Solution Action 3

V. Issues that are neither critical nor low-hanging fruit:

▮▮▮▮ = Actionable item to add to project management spreadsheet.

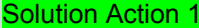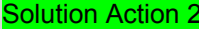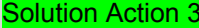| Issue	Root Cause(s)	Solution(s)
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