



# Is / Is Not



## 1. What is Is / Is Not analysis?

- A set of simple questions used to formulate a clear, concise problem or opportunity statement.
- Defines the who, what, where, when, why, and how much.
- Structured way to create project Scope.

## 2. Why use Is / Is Not analysis ?

- Documents what the project will and will not address.
- Validates the project and creates a specific project problem statement.
- Documents the circumstances leading to the problem and those not associated with the problem.
- Can be used to complete the “In Scope/Out of Scope” section of the OOS Project Charter.

## 3. What factors are critical for Is / Is Not analysis success?

- The people affected by the problem are included in the analysis
- Do not make assumptions when answering the questions.
- Investigate as needed to provide accurate/proven answers.
- Use as much data as possible.
- Answers to the ‘IS’ column questions will create a very detailed problem statement.
- Answers to the ‘IS NOT’ column questions will determine replication opportunities by stating what else the problem could have been.

## 4. How is Is / Is Not Analysis Used?

- Answer, “What the problem is” and “What else it *might be* but is not” for each of the items below
- Add or remove questions as appropriate to the specific project

	What the problem IS	What else it might be but IS NOT
WHO	Who reported the problem?	Who did not report the problem?
	Who is affected by the problem?	Who is not affected by the problem?
WHAT	What has the problem(ID#s, Lot #s)?	What ID's or reference # are not affected?
	What data do we have?	What could be happening but is not?
	What is (describe) the defect?	What is not the defect?
WHERE	Where does the problem occur?	Where is it not occurring but could?
	Where was the problem first observed?	Where else might it occur?
WHEN	When was the problem first reported?	When was the problem <u>not</u> reported?
	When was the problem last reported?	When might it reappear?
WHY	Why is this a problem?	Why is this <u>not</u> a problem?
	Why should this be fixed now?	Why is the problem urgent?
HOW	How often is the problem observed?	How often is it not observed?
	How much is the problem costing?	How big could the problem get?
	How is the problem measured?	How accurate is the measurement?