

This A3 template, along with instructions, is extracted from the IGLC website for the purpose of the Doctoral Research Workshop scheduled at LCI-UK 2018 summit in association with ARCOM. The authors are asked to use this template for submitting A3s for the consideration of the panel.

## Template and Instructions for Formatting A3s

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### I. Background

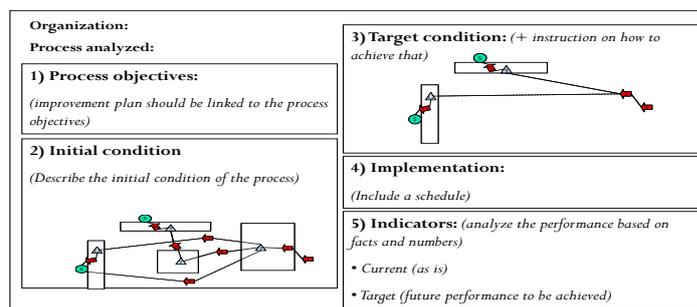
For the Doctoral workshop at LCI summit 2018, we are requiring the authors to prepare an A3 report about their papers. Basically, the A3 will be an extended and illustrated abstract of your work, which people can use during the presentations to have a quick grasp of the topics being presented. This is especially important, given that some conferees will opt for electronic proceedings and thus will not have your paper in front of them. An example has been provided. Please try to use the headings indicated here.

### II. Current conditions

- The A3s will be printed in two A4 pages, as indicated in this template, which will be placed next to one another in a spiral book.
- YOU MAY NOT RUN BEYOND 2 PAGES.
- You can use photos, figures, graphs, and tables to illustrate your ideas.

#### A3

- Displays in an A3-size paper: problems, analysis, corrective actions and their implementation
- Facilitate conversations (and avoid long ppt presentations)



(Lean Enterprise Institute 2003)

### III. Working hypotheses

- *We expect the authors to adhere to this template so that the A3s can be printed as planned and the important information regarding the background of your paper, the current condition, the method used to develop the work, and main conclusions will be available.*
- *We believe that the A3s will be very helpful for the participants to engage in productive discussions during the conference and serve as a quick reference afterwards.*

## IV. Research Method

We have included another template, as indicated in Shook (2008) that can be used as a reference for the A3s. **However, margins, font types, and font sizes should not be altered.**

|   |  |
|---|--|
| <p><b>I. Background</b><br/>Why are you talking about it?</p>   | <p><b>V. Proposed countermeasures</b><br/>What is your proposal to reach the future state, the target condition?<br/>How will you recommended countermeasures affect the root cause to achieve the target?</p>   |
| <p><b>II. Current conditions</b><br/>Where do things stand today?<br/>- Show visually using charts, graphs, drawings, maps, etc.</p>  | <p><b>VI. Plan</b><br/>What activities will be required for implementation and who will be responsible for what and when?<br/>What are the indicators of performance or progress?<br/>- Incorporate a Gantt chart or similar diagram that shows actions/outcomes, timeline, and responsibilities. May include details on specific means of implementation.</p> |
| <p><b>III. Goals/Targets</b><br/>What specific outcomes are required?</p>   |  |
| <p><b>IV. Analysis</b><br/>What is the root cause(s) of the problem?<br/>- Choose the simplest problem-analysis tool that clearly shows the cause-and-effect relationship</p> | <p><b>VII. Follow up</b><br/>What issues can be anticipated?<br/>- Ensure ongoing PDCA<br/>- Capture and share learning</p>  |

Source: Shook, J. (2008). *Managing to Learn: Using the A3 Management Process to Solve Problems, Gain Agreement, Mentor, and Lead*, Lean Enterprise Institute, Cambridge, MA, 138 pp.

## V. Research Findings

- A3s are important tools that can quickly convey a message by using text, figures, photos, and graphs aiming at promoting understanding.
- The objective is for the A3 to quickly convey the *critical points*, of your paper.
  - Should you have any questions please contact Parastou Shahidzadeh (shahidzp@aston.ac.uk)

## VI. Conclusions

- Please do not change the template margins, font, font types, and sizes.
- Margins for the A3 are: internal (1.5 cm); external (2.5 cm).
- Font types and sizes are: (i) Times New Roman, 20 pt, in bold, for the Title; (ii) Times New Roman, 12 pt, in Italics, for authors names and affiliations; (iii) Arial, 14 pt, in bold, for headings; and (iv) Times New Roman 12 pt for the main body of the text;
- Focus on the conclusions of your paper, and not so much in the literature unless your paper is based on a literature review. Present and discuss **your contributions** to the LCI-UK and ARCOM community.
- The LCI-UK and ARCOM organizers and the editors look forward to meeting you in Birmingham, UK.