

Problem Fact Sheet

1. **Who** is involved? Write down names, positions, and roles they play in the problem.

2. **What** exactly happened?

3. **When** did these events happen?

4. **Where** did these events take place?

5. **Why** did this incident take place? Why is it, or is it not, a possible grievance?

6. List other people you will need to talk to, and what you need to ask them.

7. List any additional information you may need, and where you will get it.
