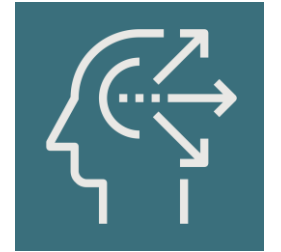









# 5W2H Method



 <b>What?</b>	<ul style="list-style-type: none"><li>▪ Defines what needs to be done or what the issue is.</li></ul>
 <b>Who?</b>	<ul style="list-style-type: none"><li>▪ Identifies the people involved or responsible.</li></ul>
 <b>When?</b>	<ul style="list-style-type: none"><li>▪ Determines the timing, deadlines, or sequence of events.</li></ul>
 <b>Where?</b>	<ul style="list-style-type: none"><li>▪ Specifies the location or context involved.</li></ul>
 <b>Why?</b>	<ul style="list-style-type: none"><li>▪ Explains the reasons, causes, or purpose.</li></ul>
 <b>How?</b>	<ul style="list-style-type: none"><li>▪ Describes the process, techniques, or manner in which something is to be done.</li></ul>
 <b>How much?</b>	<ul style="list-style-type: none"><li>▪ Considers the cost, number of resources, or amount needed.</li></ul>