

Requirement Gathering Template A

Senna Labs

Bottleneck Reflection Canvas Template

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Senna Labs Bottleneck Reflection Canvas

A simple tool to help you spot and solve what's really slowing your business down.

1. What Feels Stuck? (Start with symptoms)

List 2–3 things that feel off in your daily operations:

- Where are things getting delayed?
- What keeps getting redone?
- Where do people seem confused, overworked, or always waiting?

Write here:

2. What Kind of Friction Is It?

Pick one or two that sound most true:

- **Process** – too many steps or unclear flow
- **Communication** – updates get missed or misunderstood
- **Decisions** – slow to get approvals or answers
- **Visibility** – unclear progress or missing data
- **People overload** – too much depends on one person

Your friction source(s):

3. What's the Root Problem? (Use the 5 Whys)

Pick one of the stuck points above and ask "Why?" five times to trace the issue to its root cause.

Step	Your Answer
1st Why:	_____
2nd Why:	_____
3rd Why:	_____
4th Why:	_____
5th Why:	_____

Now look at your final answer. That might be your true constraint.

4. What Might Help?

Even one small change can shift momentum. Try brainstorming:

- Can this be delegated?
- Can the process be redesigned?
- Would a dashboard or alert help?
- Can this be automated?

Possible next step:

Inspired by the Theory of Constraints (Goldratt), Systems Thinking (Senge, Meadows), and the 5 Whys Method (Toyota)
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