**POSTMORTEM INCIDENT REPORT**

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| --- | --- | --- |
| **INCIDENT NAME** | **INCIDENT DATE** | **INCIDENT ID** |
|  |  |  |

|  |  |
| --- | --- |
| **POSTMORTEM OWNER NAME AND TITLE** | **DATE COMPLETED** |
|  |  |

|  |  |
| --- | --- |
| **REPORT AUTHORS** | **REPORT ID** |
|  |  |

|  |  |
| --- | --- |
| **LINK TO INCIDENT RECORDING** | **POSTMORTEM MEETING DATE** |
|  |  |
| **MEETING ATTENDEES** |
|  |

INCIDENT SEVERITY

|  |  |  |
| --- | --- | --- |
| **X** | **LEVEL** | **ADDITIONAL COMMENTS REGARDING INCIDENT SEVERTIY** |
|  | HIGH |  |
|  | MEDIUM |
|  | LOW |
|  | OTHER |

SUMMARY

|  |
| --- |
|  |

INCIDENT OVERVIEW

|  |  |
| --- | --- |
| **IMPACT** |  |
| **TRIGGER** |  |
| **ROOT** **CAUSE** |  |
| **DETECTION** |  |
| **RESPONSE** |  |
| **RESOLUTION** |  |

INCIDENT TIMELINE

|  |  |
| --- | --- |
| **DATE AND TIME OF INCIDENT** | **DATE AND TIME OF DISCOVERY** |
|  |  |
| **CLOSURE DATE** | **EXPLANATION FOR CLOSURE** resolved, false positive, other |
|  |  |

INVESTIGATION AND RESPONSE TIMELINE

|  |  |  |  |
| --- | --- | --- | --- |
| **EVENT** | **ACTION** | **DATE / TIME** | **OWNER** |
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CONTRIBUTING FACTORS

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|  |

LESSONS LEARNED

|  |  |
| --- | --- |
| What went well? |  |
| What went poorly? |  |
| Where were we lucky? |  |

CORRECTIVE ACTIONS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ACTION ITEM** | **TYPE OF ACTION** | **ASSIGNED TO** | **BUG** | **DATE** |
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SUPPORTING DOCUMENTATION

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