**[](https://goo.gl/9uNxKQ)5 WHYs TEMPLATE**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DEFINE THE PROBLEM** |  |  | | | | |  |  | |  | | | |  | | |  |  | | |  |  | | |  |  | | |  |  | | | | | | | |  | | | |
|  | Define problem here | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |
|  |  | | | | |  |  | |  | | | |  | | |  |  | | |  |  | | |  |  |  | |  | | | | | | | | |  | | | |
| **WHY IS THIS  A PROBLEM?** |  | **PRIMARY CAUSE** | | | | | |  | |  | | | |  | | |  |  | | |  |  | | |  |  |  | |  | | | | | | | | |  | | | |
|  | Why is it happening? | | | | | | | | | | | | | | |  |  | | |  |  | | |  |  |  | |  | | | | | | | | |  | | | |
| 1 | It is happening because | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | |  | | | | | |  | | | |
|  |  | |  | Why is that? | | | | | | | | | | | | | | | |  |  |  |  | | | |  |  | | | | | | | | | | | | |
|  |  | | 2 | It is happening because | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | |
|  |  |  | | |  | Why is that? | | | | | | | | | | | | | | | | | | | | | |  |  | | | | |  | | | |  | | |
|  |  |  | | | 3 | It is happening because | | | | | | | | | | | | | | | | | | | | | | | |  | |  | | | |  | | |  | |
|  |  | | | | | | | | | Why is that? | | | |  |  | | |  | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | 4 | | It is happening because | | | | | | | | | | | | | | | | | | | | | | |  | |  | | | | | |
|  |  | | | | | | | | | | | Why is that? | | | | | | | **ROOT CAUSE** | | | | | | | | | | | | | | | | | | | | |  |
|  | **NOTE: If the final "Why" has no controllable solution, return to the previous "Why."** | | | | | | | | | | 5 | | It is happening because | | | | | | | | | | | | | | | | | | | | | | | |  | | | |
|  |  | | | | |  |  | |  | | | |  | | |  |  | | |  |  | | |  |  | | |  |  | | | | | | | |  | | | |
| **CORRECTIVE ACTION TO TAKE** |  | **CORRECTIVE ACTION** | | | | | | | |  | | | |  | | |  |  | | |  |  | | |  | PARTY RESPONSIBLE | | | | | | | | | | | |  | | | |
|  | Describe action here | | | | | | | | | | | | | | | | | | | | | | |  |  | | | | | | | | | | | |  | | | |
|  |  | DATE ACTION TO BEGIN | | | | | | | | | | | |  | | | |
|  |  |  | | | | | | | | | | | |  | | | |
|  |  | DATE TO COMPLETE | | | | | | | | | | | |  | | | |
|  |  |  | | | | | | | | | | | |  | | | |
|  |  | | | | |  |  | |  | | | |  | | |  |  | | |  |  | | |  |  | | |  |  | | | | | | | |  | | | |

|  |
| --- |
| **DISCLAIMER**  Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |