**Root Cause Analysis Template**

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| **PROJECT TITLE** |  |
| **AUTHOR** |  | **DATE** |  |
| **EXECUTIVE SUMMARY** |
| **BRIEF INCIDENT OVERVIEW** |  |
| **INCIDENT TYPE** |  |
| **ASSESSMENT METHODS** |  |
| **ROOT CAUSES** |  |
| **RECOMMENDATIONS** |  |
| **DATE OF INCIDENT** |  | **SEVERITY LEVEL** |  |

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| **INCIDENT DESCRIPTION** |
| **INCIDENT STATEMENT** |  |
| **EXPECTED OUTCOMES** |  |
| **HOW INCIDENT WAS IDENTIFIED** |  |
| **WHO IDENTIFIED INCIDENT** |  |
| **INCIDENT BACKGROUND / CONTEXT** |  |
| **IMPACT OF INCIDENT** |  |

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| **TEAM MEMBERS** |
| **MEMBER NAME** | **DEPARTMENT** | **ROLE** | **QUALIFICATION** | **RESPONSIBILITY** |
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| **SCOPE OF ASSESSMENT AND ASSESSMENT PROCESS** |
| **SEVERITY** |  | **SCOPE** |  |
| **ASSESSMENT PROCESS** |  |

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| **DATA COLLECTION** |
| **DATA COLLECTION METHOD** |  |
| **DATA MAPPING** |  |
| **DATA COLLECTED BY** |  | **DATE OF DATA COLLECTION** |  |
| **DATA VALIDATION METHOD** |  | **DATE OF DATA VALIDATION** |  |

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| **INCIDENT CHRONOLOGY** |
| **DATE AND TIME** | **INCIDENT** |
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| **DATA ANALYSIS METHODOLOGY** |
| **ANALYSIS METHODS** |  |
| **CASE FOR CHOSEN METHODS** |  |
| **ELIMINATED METHODS** |  |
| **ANALYSIS RESULTS** |  |
| **EVIDENTIAL REFERENCES** |  |

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| **ROOT CAUSES** |
| **IDENTIFIED CAUSES** |  |
| **IDENTIFICATION METHOD** |  |
| **VALIDATION METHOD** |  |
| **DEFINED EFFECTS** |  |

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| **WHAT WE’VE LEARNED** |
| **POSSIBLE PREVENTION METHODS / ACTIONS** |  |
| **ANALYSIS IMPACT** |  |

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| **SUGGESTED REMEDY** |
| **RESOLUTION** |  |

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| **RECOMMENDED ACTION** |
| **ACTIONS REQUIRED TO AMELIORATE SITUATION** |  |
| **SOLUTION IMPLEMENTATION PLAN** |  |
| **TRACKING METHOD** |  |
| **MONITORING METHOD** |  |

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| **CONCLUSION** |
| **SUMMARY** |  |
| **REPEAT INCIDENT PREVENTION** |  |
| **ANALYSIS DISTRIBUTION PLAN** |  |

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| **VERSION TRACKING** |
| **VERSION NAME** | **NAME AND TITLE OF REVISION INITIATOR** | **REVISION DETAILS** | **DATE OF REVISION** |
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| **SUGGESTED SUPPORT DOCUMENTATION** |
| **TYPE** | **COMMENTS** |
| Action Plan |  |
| Cause and Effect Chart |  |
| Team Flowchart |  |
| Problem Mapping |  |
| Resources |  |
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