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| **Root Cause Analysis Template** | | | | | | | | | | | | |
| **Details of Issue** | | **Problem Description** | | | **Root Cause Identification** | | | | **Follow-up and Review** | | | |
| **Date** | **Analyst Name** | **Problem Statement** | **Incident Details** | **Source** | **Explain Cause** | **Corrective Actions** | **Deadline** | **Status** | **Describe Results** | **Preventative measures** | **Effectiveness Assessment** | **Additional notes** |
| *The specific date when the incident occurred.* | *Name of the person or team responsible for conducting the root cause analysis.* | *A concise description of the issue or problem that is being investigated.* | *Detailed account of the incident, including what happened, where, and when.* | *Identification of the source of the incident.* | *In-depth explanation of the underlying factors or causes that led to the incident.* | *Specific actions or steps taken to correct the issue or mitigate its impact.* | *The target date for completing the corrective actions.* | *Current status of the corrective actions (e.g., planned, in progress, completed).* | *Detailed description of the outcomes or results following the implementation of corrective actions.* | *Actions or strategies implemented to prevent recurrence of the incident.* | *Evaluation of how effective the corrective and preventative measures have been.* | *Any other relevant information or observations not captured in the above categories.* |
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**Root cause analysis template Instructions**

1. **Initial documentation**
   1. Enter the current date and your name.
   2. Describe the issue and provide a detailed account of the incident, including time, location, and immediate effects.
2. **Analysis of the incident**
   1. Source: Note where the information about the incident was obtained (e.g., logs, reports).
   2. Explain Cause: Investigate and document the root causes of the incident.
3. **Development of solutions**
   1. Corrective Actions: List the actions to address the issue, detailing what needs to be done and who is responsible.
   2. Deadline: Set and enter deadlines for each corrective action.
4. **Implementation and tracking**
   1. Status: Regularly update the status of each action (e.g., in progress, completed).
   2. Describe Results: After completing the actions, document the outcomes and any unintended effects.
5. **Evaluation and prevention**
   1. Preventative Measures: Propose strategies to prevent recurrence.
   2. Effectiveness Assessment: Evaluate how effective the corrective and preventative measures have been.
   3. Additional Notes: Add any other relevant notes, lessons learned, or suggestions.

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