Root Cause Analysis Report

Report Title

Date

Prepared By

1. Problem Description

Summary

Details

2. Impact Assessment

Describe the impact (system, scope, users, etc.)

3. Timeline of Events

Provide a timeline of incident/events

4. Root Cause Analysis

Method Used (e.g. 5 Whys, Fishbone, etc.)

Root Cause(s)

5. Corrective Actions

Immediate Actions Taken

Long-term Actions / Recommendations

6. Preventive Measures

What will be done to prevent recurrence?

7. Verification

How will the effectiveness of actions be verified?

8. Additional Notes