

Software Bug RCA Document

1. Summary

Title

Date

Reported by

Affected Product/Module

2. Issue Description

Brief Description

Steps to Reproduce

Expected Result

Actual Result

Frequency

Severity

3. Impact Assessment

Impact Description

4. Root Cause Analysis

Root Cause Details

Detection Method

5. Corrective and Preventive Actions

Fix Description

Prevention/Recommendation

6. Verification & Closure

Verification Details

Closure Date

Verified By