



Your Company Name

Root Cause Analysis

Date

www.SDLCforms.com



Revision History

Date	Version	Author	Change

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A **root cause** is a factor that caused a nonconformance and should be permanently eliminated through process improvement. **Root cause analysis** is a collective term that describes a wide range of approaches, tools, and techniques used to uncover **causes** of problems.

The Root Cause Analysis Template provides a template to define the approach taken to identify the cause, perform an analysis, and provide follow-up actions to address the root cause of a particular problem.

Date Problem Occurred	99/99/9999				
Summary of Problem	Describe the problem or symptoms.				
Duration of Problem	Start Time		End Time		Duration (days, weeks, etc.)
Impact of Problem	Describe the business / technical impact created by this problem.				
Business Units / Sites / Departments Impacted			Application(s) Impacted		
Describe who or what departments were impacted by the problem.			Describe what application(s) were impacted.		
Sequence of Events:					
Provide the sequence of events from the time the problem occurred to the time it was resolved.					
Date	Time	Who	What		
99/99/99	10:00 AM				



Follow-Up Action		
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No.	Recommended Action Items	Person or Group Responsible for Follow-Up