



Root Cause Analysis
Project Name
Version

Your Company Name
Root Cause Analysis

Date

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

