# Root Cause Analysis (RCA) Documentation Template

**Date of Analysis:**

**Prepared by:**

**Incident Title / Reference No.:**

## 1. Problem Statement

**Describe the issue or incident in detail:**

## 2. Impact Assessment

**Business or process impact:**

**Affected users / systems / processes:**

## 3. Timeline of Events

**Chronological summary (with timestamps):**

## 4. Root Cause Identification

**Investigation summary (methods/tools used, data sources):**

**Root cause(s) identified:**

**Contributing factors:**

## 5. Corrective and Preventive Actions

**Immediate remediation steps taken:**

**Long-term prevention/mitigation actions:**

**Responsible persons/teams:**

**Target completion dates:**

# 6. Lessons Learned

**Key learnings from the incident and analysis:**

# 7. Follow-Up

**Review plan and verification steps for corrective actions:**

## Important Notes

- Root Cause Analysis documentation should be factual, clear, and based on evidence.
- Document all steps and findings to ensure transparency and ease of audit.
- Avoid speculating or assigning blame; focus on systemic improvements.
- Update action items regularly and track their completion.
- Store and share this document with relevant stakeholders for learning and process improvement.