

Root Cause Analysis Report

Project: [Project Name]
Client: [Client Name]
Report Date: [Date]
Reported by: [Consultant Name]

1. Incident Summary

Brief description of the issue, problem, or incident that occurred. Include relevant background and context.

2. Timeline of Events

Date/Time	Event Description
[YYYY-MM-DD HH:MM]	[Summary of event or finding]
[YYYY-MM-DD HH:MM]	[Summary of subsequent event]

3. Problem Statement

Clearly define the problem, including what occurred, its impact, and scope.

4. Root Cause Identification

- [Root Cause 1: Description and evidence]
- [Root Cause 2: Description and evidence]

5. Analysis Techniques Used

- 5 Whys Analysis
- Fishbone (Ishikawa) Diagram
- Interviews/Surveys
- Data Analysis

6. Corrective Actions

Action	Responsible	Due Date	Status
[Action Item Description]	[Person/Team]	[YYYY-MM-DD]	[Open/Closed/In Progress]

7. Lessons Learned

- [Lesson 1]
- [Lesson 2]

8. Recommendations

- [Recommendation 1]
- [Recommendation 2]

9. Appendix

Attach supporting documents, data, diagrams, or additional notes as needed.

