

Root Cause Analysis Report

Report Date:

Incident ID:

Reported By:

Department/Team:

1. Executive Summary

2. Incident Description

Date & Time of Incident:

Type of Security Incident:

Systems/Assets Affected:

Detected By:

Incident Timeline:

Time	Event

3. Impact Assessment

Business Impact:

Data Impact (if any):

Stakeholders Impacted:

4. Immediate Response

Actions Taken:

Notification/Escalation:

5. Root Cause Analysis

Analysis Methods Used:

Root Cause(s) Identified:

Contributing Factors:

6. Corrective and Preventive Actions

Actions Implemented:

Recommendations:

7. Lessons Learned

8. Approval

Prepared By:

Reviewed By:

Date:
