

# Post-Incident Review Report

Incident Title: \_\_\_\_\_

Report Date: \_\_\_\_\_

Reported By: \_\_\_\_\_

Incident Date(s): \_\_\_\_\_

Incident ID (if applicable): \_\_\_\_\_

## 1. Executive Summary

Brief summary of the incident, impact, and actions taken.

## 2. Incident Description

### a. Event Timeline

| Date/Time | Event | Description |
|-----------|-------|-------------|
|           |       |             |
|           |       |             |
|           |       |             |

### b. Detection Method

How was the incident detected?

### c. Systems & Data Affected

- \_\_\_\_\_
- \_\_\_\_\_

## 3. Root Cause Analysis

What was the root cause?

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|  |
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## 4. Impact Assessment

Business, operational, or reputational impacts.

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## 5. Response & Containment

- Actions taken to contain/mitigate incident
- By whom and when

## 6. Lessons Learned

What worked well and what did not?

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|  |
|  |

## 7. Recommendations & Follow-up Actions

1. \_\_\_\_\_
2. \_\_\_\_\_

**Prepared By:** \_\_\_\_\_

**Approved By:** \_\_\_\_\_

**Date:** \_\_\_\_\_