

# Workflow Bottleneck Root Cause Analysis Template

## 1. Workflow Overview

Workflow Name

Enter workflow title

Description

Brief description of this workflow

## 2. Bottleneck Identification

Bottleneck Location/Step

Where is the bottleneck?

What is Happening?

Describe the bottleneck

Impact on Workflow

What problems does this bottleneck cause?

## 3. Analysis

Potential Root Causes

List possible root causes

Supporting Data / Evidence

Any data or evidence supporting your hypothesis

Analysis Tools Used (optional)

e.g. Pareto Chart, Five Whys, etc.

## 4. Action Plan

Action	Responsible	Due Date	Status
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Action step	Person/team	YYYY-MM-DD	Status

## 5. Follow-Up & Review

Next Review Date

YYYY-MM-DD

Additional Notes

Any other important information