

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