

Workflow Bottleneck Root Cause Analysis Template

Workflow/Process Name:

Date of Analysis:

1. Bottleneck Identification

Describe the bottleneck (where, what, when):

2. Gather Data

Collected Metrics/Data:

Stakeholders/Teams Involved:

3. Root Cause Analysis

Potential Cause	Evidence	Notes

4. Key Findings

Summary of Root Causes:

5. Proposed Solutions or Next Steps

Action Item	Owner	Deadline