Root Cause Analysis Report

Report Date: [YYYY-MM-DD]

1. Incident Description

Service: [Service Name]
Date & Time of Failure: [YYYY-MM-DD HH:MM]
Reported By: [Name/Team]
Summary:
  [Brief description of the failure incident]

2. Impact Assessment

Affected Users/Services:
  [Description of affected users/services]
Scope & Duration:
  [Scope and duration of impact]
Business Impact:
  [Describe business impact, e.g., lost revenue, SLA breaches]

3. Timeline of Events

Time	Event Description
[Time]	[Event]
[Time]	[Event]

4. Root Cause(s)

Primary Root Cause:
  [Describe identified root cause]
Contributing Factors:
  [List any contributing factors]

5. Corrective & Preventive Actions

Action	Responsible	Target Date	Status
[Describe action]	[Person/Team]	[YYYY-MM-DD]	[Open/Closed]
[Describe action]	[Person/Team]	[YYYY-MM-DD]	[Open/Closed]

6. Lessons Learned

[Document key takeaways and areas for improvement]