

## Root Cause Analysis Worksheet – SAMPLE

Event: \_\_\_\_\_

RCA Team in Attendance: \_\_\_\_\_

Date of Event: \_\_\_\_\_

\_\_\_\_\_

Date of RCA: \_\_\_\_\_

\_\_\_\_\_

Define the Event What happened – describe details leading up to the event and to the end	Investigation Results Why did this happen – drill down, ask why again	Root Cause Contributing factors that caused the event	Action Needed/Taken To reduce the risk	Resolution Monitoring Measurement

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Additional Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Action Planner

Actions	Person(s) Responsible	Time to Complete	Date Completed

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