

# Root Cause Analysis Quality Plan Template

## General Information

<b>Project/Process Name</b>	
<b>Team/Department</b>	
<b>Date</b>	
<b>Prepared By</b>	
<b>Reviewed By</b>	

## Problem Statement

## Background / Context

## Data / Evidence Collected

## Root Cause Analysis

<b>Tool/Method Used</b>	
<b>Steps Taken</b>	
<b>Identified Root Cause(s)</b>	

## Corrective Action Plan

Action Item	Responsible	Due Date	Status

## Verification of Effectiveness

## Lessons Learned / Recommendations

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Prepared By / Date

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Approved By / Date