

# DMAIC Root Cause Analysis Report Template

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## EXPLAIN THE PROBLEM

DATE INCIDENT OCCURRED	INCIDENT INVESTIGATOR	RCA REPORT INITIATED BY

**DESCRIBE THE FULL INCIDENT DETAILS BELOW:** include the defect(s), number of defect(s), how often defect(s) occurred, etc.

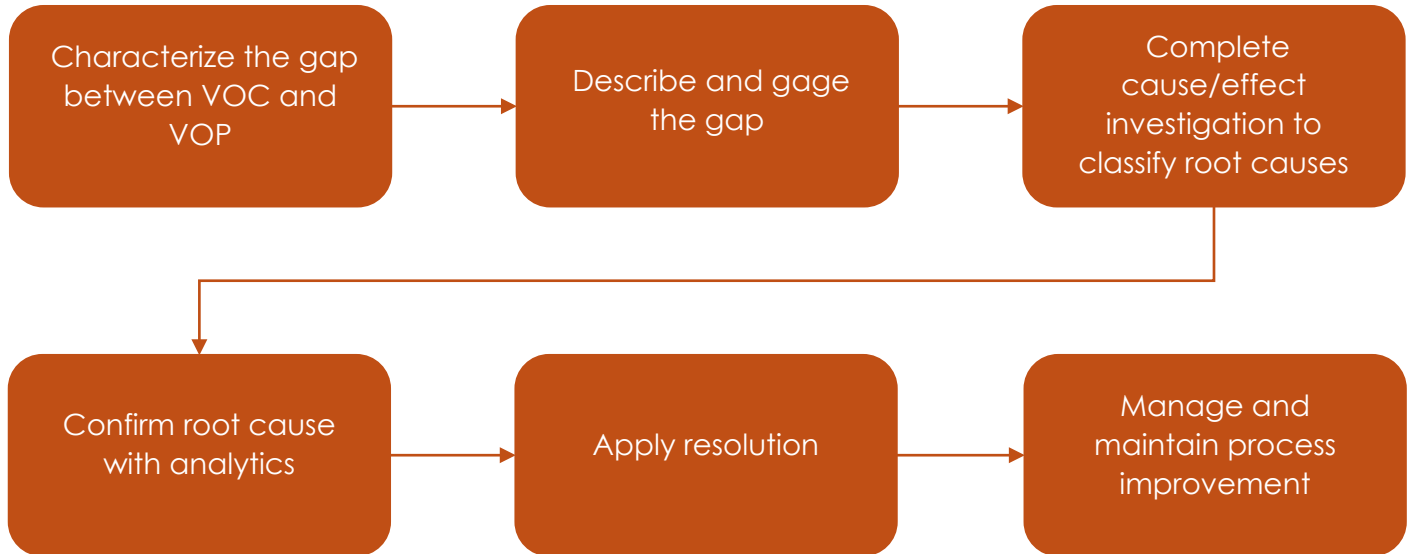
STEPS TAKEN (if applicable)

DATE

D	1. Defined problem	
	2. Mapped out process (if applicable)	
M	3. Gathered necessary data	
	4. Completed cause/effect analysis	
A	5. Verified root cause with data	
	6. Developed steps for solutions & prevention	
I	7. Pilot of implementation completed	
	8. Implementation completed	
C	9. Completed control/monitoring plan	
	10. Documented any lessons learned	

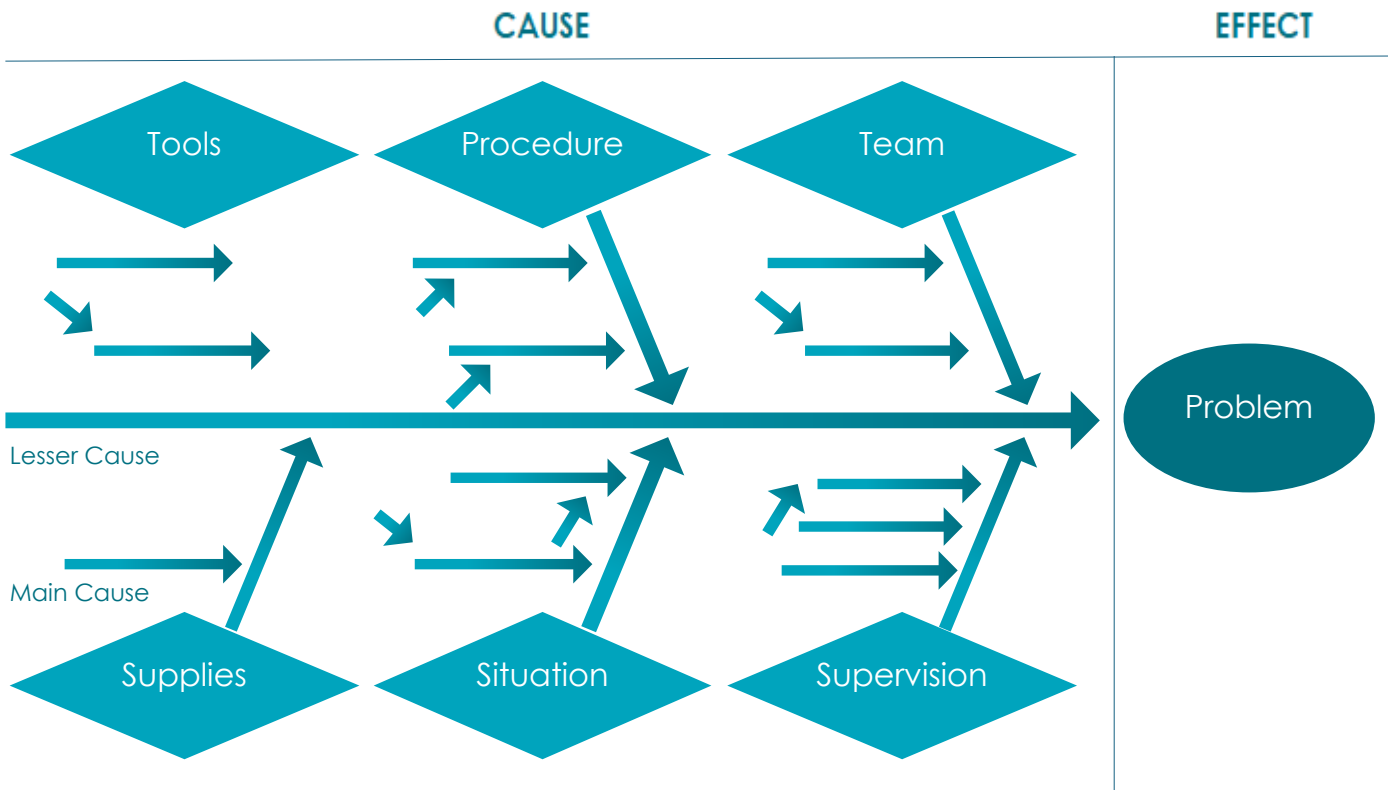
## PROCESS MAPPING

See DMAIC Problem Solving (indicating the importance of finding root causes) example below.  
To utilize this graphic, please see Excel or Word versions of this template.



## INCIDENT INVESTIGATION PROCESS

See cause/effect example below.  
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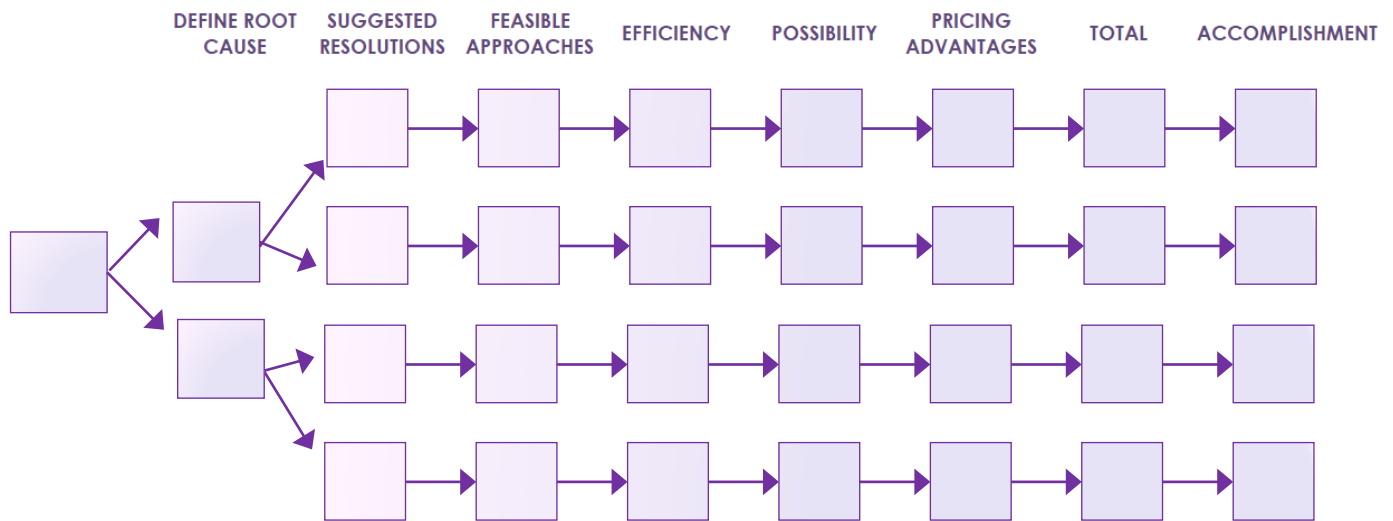


## ROOT CAUSE CONFIRMATION

Use data to confirm root cause below:

## INVESTIGATION OF THE ROOT CAUSE

See resolution recommendations example below.  
To utilize this graphic, please see Excel or Word versions of this template.



## COST BENEFIT

See pricing breakdown below:

Total cost of issue broken down by year	
% of decreasing problem	
Total cost of potential resolution	
First year total savings	

## EXECUTION PLAN

Indicated team members, timing, location and explain how below:

## CONTROL SOLUTION

List control solution below (include procedure analytics):







## **DISCLAIMER**

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