

SIX SIGMA DMAIC METHODOLOGY ROOT CAUSE ANALYSIS REPORT TEMPLATE



EXPLAIN THE PROBLEM

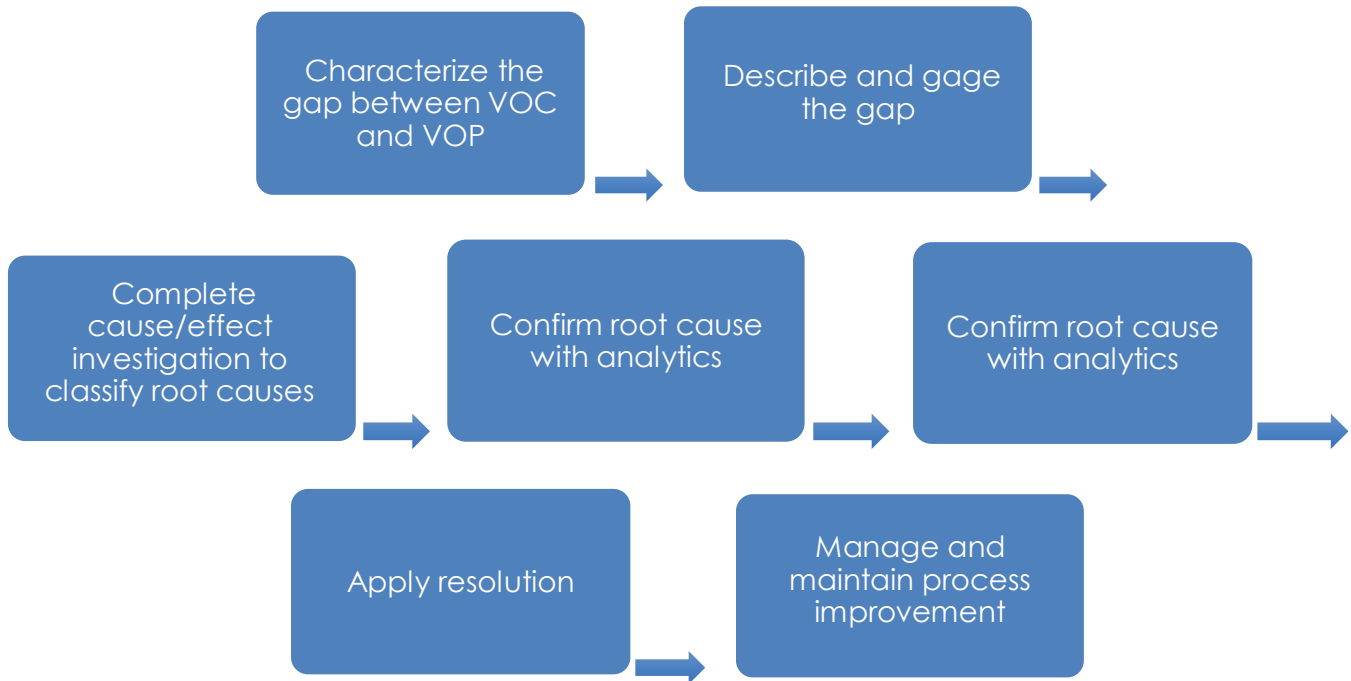
DATE INCIDENT OCCURRED:	
INCIDENT INVESTIGATOR:	
RCA REPORT INITIATED BY:	

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	

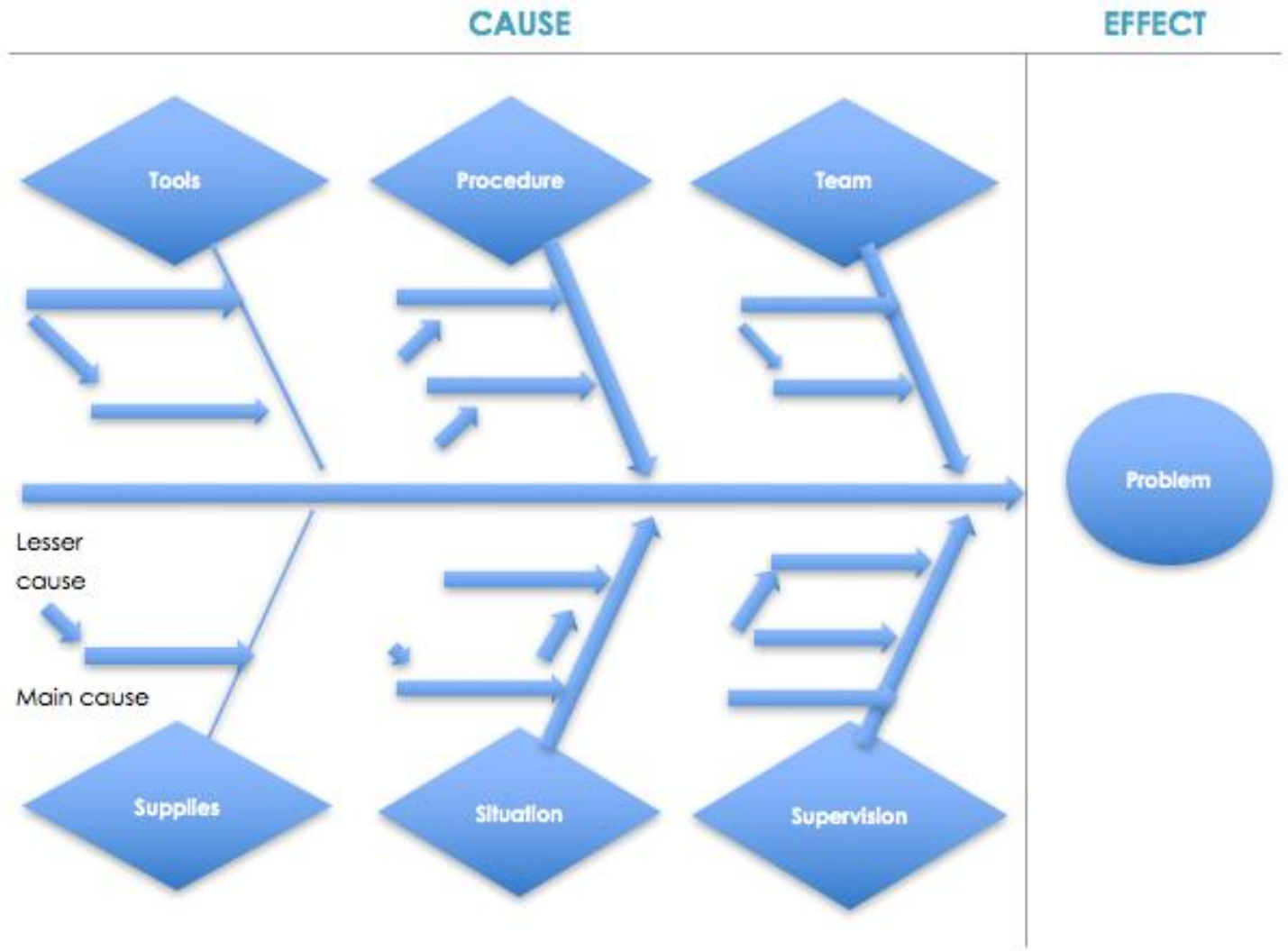
PROCESS MAPPING

See DMAIC Problem Solving (indicating the importance of finding root causes) example below:



Incident Investigation Process

See cause/effect example below:



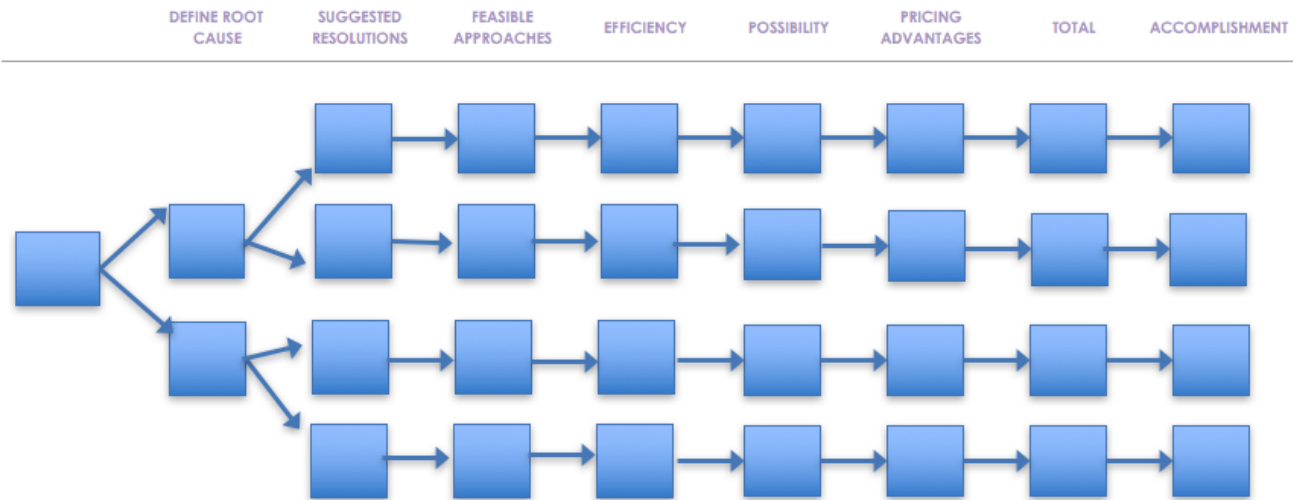
ROOT CAUSE CONFIRMATION

Use data to confirm root cause below:

Blank area for data entry and confirmation of root cause.

INVESTIGATION OF THE ROOT CAUSE

See resolution recommendations example below:



COST BENEFIT

See pricing breakdown below:

Total cost of issue broken down by year		\$0.00
% of decreasing problem		0%
Total cost of potential resolution		\$0.00
First year total savings		\$0.00

EXECUTION PLAN

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

