**Microsoft Word Cause and Effect Flowchart Template**

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**When to Use This Template:** Use this template — also known as the *fishbone* or *Ishikawa diagram* — when you need to thoroughly investigate the root causes of a specific problem or quality defect. This template is especially valuable in quality assurance processes, project management, and product design, where you need to identify underlying issues to resolve problems.

**Notable Template Features:** This template organizes potential causes into major categories to systematically explore and visualize the sources of variability in a process. After identifying each “bone,” the template prompts you to explore the factors that might contribute to the problem. This helps teams pinpoint specific areas for improvement.

**PRIMARY CAUSE**

Cause 2

Primary Sub-Cause

Primary Sub-Cause

Primary Sub-Cause

Primary Sub-Cause

Primary Sub-Cause

Primary Sub-Cause

–– Secondary Sub-Cause

–– Secondary Sub-Cause

–– Example: Methods, materials, environment

–– Secondary Sub-Cause

–– Secondary Sub-Cause

–– Secondary Sub-Cause

–– Secondary Sub-Cause

–– Secondary Sub-Cause

–– Example: Methods, materials, environment

–– Secondary Sub-Cause

–– Secondary Sub-Cause

–– Secondary Sub-Cause

Cause 3

Cause 4

Primary Sub-Cause

Primary Sub-Cause

Primary Sub-Cause

Primary Sub-Cause

Primary Sub-Cause

Primary Sub-Cause

Effect Statement

Text

–– Secondary Sub-Cause

–– Secondary Sub-Cause

–– Example: Methods, machines, manpower

–– Secondary Sub-Cause

–– Secondary Sub-Cause

–– Secondary Sub-Cause

–– Secondary Sub-Cause

–– Secondary Sub-Cause

–– Secondary Sub-Cause

–– Secondary Sub-Cause

–– Secondary Sub-Cause

–– Example: Methods, machines, manpower

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