**DMAIC 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: |

 Characterize the gap between VOC and VOP

 Describe and gage the gap

 Complete cause/effect investigation to classify root causes

Confirm root cause with analytics

Apply resolution

Manage and maintain process improvement

|  |
| --- |
| **INCIDENT INVESTIGATION PROCESS**  |
| See cause/effect example below: |

Supplies

Situation

Supervision

Tools

Procedure

Team

Lesser Cause

Main Cause



|  |
| --- |
| **ROOT CAUSE CONFIRMATION** |
| Use data to confirm root cause below: |
|   |

|  |
| --- |
| **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: |
|   |

|  |
| --- |
| **CONTROL SOLUTION** |
| List control solution below (include procedure analytics): |
|   |

|  |
| --- |
| **KNOWLEDGE GAINED** |
| List examples of gained knowledge below: |
|   |

|  |
| --- |
| **TEAM MEMBERS WHO COMPLETED INVESTIGATION** |
| **TEAM MEMBER TITLE** | **NAME** | **WORK NUMBER** | **CELL NUMBER** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |

|  |
| --- |
| **TASKS COMPLETED** |
| **DATE ASSIGNED** | **DATE DUE** | **DATE COMPLETED** | **TEAM MEMBER** | **TASK DETAILS** |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |

|  |
| --- |
| **DISCLAIMER**Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |