**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12170&utm_source=template-word&utm_medium=content&utm_campaign=Detailed+A3+Problem-Solving-word-12170&lpa=Detailed+A3+Problem-Solving+word+12170)Detailed A3 Problem-Solving Template**

ROOT CAUSE ANALYSIS

Cause

Cause

Cause

Cause

CATEGORY 2

Cause

Cause

Cause

Cause

Cause

CATEGORY 1

Cause

Cause

Cause

PROBLEM/  
NEED

|  |  |
| --- | --- |
| Title | Title |
| Start Date | MM/DD/YY |
| Planned Duration |  |

Utilize this fishbone diagram template to illustrate the Root Cause Analysis.

|  |  |  |  |
| --- | --- | --- | --- |
| TEAM MEMBERS | | |  |
| NAME | ROLE | NAME | ROLE |
| Name | *Role* | Name | *Role* |
| Name | *Role* | Name | *Role* |
| Name | *Role* | Name | *Role* |
| Name | *Role* | Name | *Role* |

|  |  |  |  |
| --- | --- | --- | --- |
| PROBLEM STATEMENT | |  |  |
| Description | | | |
| CURRENT STATE |  |  |  |
| Description | | | |
| GOAL / TARGET STATE | |  |  |
| Description | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ANALYSIS SUMMARY | |  | | | |  | | | | | | |
| Description | | | | | | | | | | | | |
| COUNTERMEASURES | |  | | | |  | | | | | | |
| List Countermeasures | | | List Countermeasures | | | | | List Countermeasures | | | | List Countermeasures |
| List Countermeasures | | | List Countermeasures | | | | | List Countermeasures | | | | List Countermeasures |
| List Countermeasures | | | List Countermeasures | | | | | List Countermeasures | | | | List Countermeasures |
| IMPLEMENTATION PLAN | | | |  |  | |  | | |  |  | | |
| ACTIVITY | OWNER | | | START DATE | END DATE | | DUE DATE | | STATUS | RESOURCES NEEDED | | |
| Description | Name | | | MM/DD/YY | MM/DD/YY | | MM/DD/YY | | **In Progress** | Description | | |
| Description | Name | | | MM/DD/YY | MM/DD/YY | | MM/DD/YY | | **On Hold** | Description | | |
| Description | Name | | | MM/DD/YY | MM/DD/YY | | MM/DD/YY | | **Complete** | Description | | |
| Description | Name | | | MM/DD/YY | MM/DD/YY | | MM/DD/YY | | **Not Started** | Description | | |
| FOLLOW UP |  | | |  |  | |  | | |  |  | | |
| ACTIVITY/ISSUE | WHO | | | FOLLOW-UP DATE | STATUS | | OUTCOME/RESULTS | | | NEXT STEPS | | |
| Description | Name | | | MM/DD/YY | **In Progress** | | Description | | | Description | | |
| Description | Name | | | MM/DD/YY | **On Hold** | | Description | | | Description | | |
|  |  | | |  | **Complete** | |  | | |  | | |
|  |  | | |  | **Not Started** | |  | | |  | | |

|  |
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