**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12109&utm_source=template-word&utm_medium=content&utm_campaign=DMAIC+Root+Cause+Analysis+Report-word-12109&lpa=DMAIC+Root+Cause+Analysis+Report+word+12109)DMAIC Root Cause Analysis   
Report Template**

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| **EXPLAIN THE PROBLEM** | | |
| DATE INCIDENT OCCURRED | INCIDENT INVESTIGATOR | RCA REPORT INITIATED BY |
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| **DESCRIBE THE FULL INCIDENT DETAILS BELOW:**  include the defect(s), number of defect(s), how often defect(s) occurred, etc. |
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| 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 |  |

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| **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

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

Supplies

Situation

Supervision

Tools

Procedure

Team

Lesser Cause

Main Cause



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| **ROOT CAUSE CONFIRMATION** |
| Use data to confirm root cause below: |
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| **INVESTIGATION OF THE ROOT CAUSE** |
| See resolution recommendations example below: |



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| **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** |

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| **EXECUTION PLAN** |
| Indicated team members, timing, location and explain how below: |
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| **CONTROL SOLUTION** |
| List control solution below (include procedure analytics): |
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| **KNOWLEDGE GAINED** |
| List examples of gained knowledge below: |
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| **TEAM MEMBERS WHO COMPLETED INVESTIGATION** | | | |
| **TEAM MEMBER TITLE** | **NAME** | **WORK NUMBER** | **CELL NUMBER** | |
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| **TASKS COMPLETED** | | | | |
| **DATE ASSIGNED** | **DATE DUE** | **DATE COMPLETED** | **TEAM MEMBER** | **TASK DETAILS** |
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