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# Root Cause Analysis Template

## What is Root Cause Analysis Template?

A Root Cause Analysis (RCA) Template is a structured tool used in enterprise architecture to systematically identify the underlying causes of issues or failures within systems, processes, or projects. From the perspective of an Enterprise Solution Architect or Architecture Project Manager, the RCA Template serves as a best practice framework that aligns with methodologies like TOGAF, promoting a holistic approach to problem-solving. By applying the RCA methodology, teams can move beyond superficial symptoms to uncover foundational problems that may be impacting the effectiveness, efficiency, or alignment of enterprise solutions with business objectives. This enhances decision-making, fosters continuous improvement, and ensures that remedial actions are targeted and sustainable, ultimately contributing to more resilient architectural frameworks and successful project outcomes.

template

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### AI Prompt: Root Cause Analysis Template

Imagine a seasoned [Enterprise Architect] tasked with streamlining processes in a complex project environment, facing a recurring issue that hinders performance. Your request is to develop a comprehensive [Root Cause Analysis (RCA) Template] that not only identifies the underlying issues but also promotes actionable insights. As you craft this template, consider examples such as [failure in software deployment], [misalignment in team communication], and [ineffective resource allocation] to illustrate various scenarios where RCA can be applied. Feel free to adjust the template structure based on specific organizational needs, ensuring it's adaptable yet robust. The output should be a detailed, user-friendly RCA template that includes sections for [problem identification], [data collection], [analysis techniques], and [action planning], making it a valuable tool for any project manager. Additionally, incorporate tips on fostering a culture of continuous improvement within teams to enhance the template's effectiveness and engagement.

[Learn more ...](#)



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# Root Cause Analysis Template

## Project Information

- **Project Name:**
- **Date:**
- **Facilitator:**
- **Participants:**

## Problem Statement

- **Description of the Problem:**
- **Impact on the Organization:**
- **Occurrence Date:**

## Data Collection

- **Relevant Data:**
  - Source of Data:
  - Timeframe:
- **Analysis Methods Used:**
  - Data Analysis Techniques:

## Identified Symptoms

- **List of Symptoms Observed:**

## Root Cause Investigation

- **Potential Causes:**
- **Cause Investigation Techniques Used:**
  - 5 Whys Analysis:
  - Fishbone Diagram:
  - Fault Tree Analysis:

## Root Cause

- **Confirmed Root Cause(s):**
  - Primary Cause:
  - Secondary Causes:

## Solution Development

- **Proposed Solutions:**
- **Recommended Solution:**
- **Implementation Plan:**
  - Resources Required:
  - Timeline:

## Action Plan

- **Assigned Responsibilities:**
  - Owner:
  - Due Date:
- **Monitoring and Review Plan:**
  - Review Frequency:
  - Success Metrics:

## Lessons Learned

- **Key Takeaways:**
- **Future Prevention Strategies:**

## Sign-off

- **Facilitator Signature:**
- **Date:**



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