

ROOT CAUSE ANALYSIS WORKSHEET

PROBLEM: _____

To determine the root cause of the problem, ask a series of up to five “whys.” The answer to each “why” establishes a cause. As you keep asking “why,” you eventually get to the root cause, which is what really needs to be addressed to fix the problem.

Why is the Problem happening?

Answer (Cause #1) _____

Why is Cause #1 happening?

Answer (Cause #2) _____

Why is Cause #2 happening?

Answer (Cause #3) _____

Why is Cause #3 happening?

Answer (Cause #4) _____

Why is Cause #4 happening?

Answer (Root Cause) _____

