Add author name here

[Email address]

Abstract

Write a brief summary on what is contained within this document. This could be a few sentences to show what problem is being analysed, why and what the purpose of this document is.

Root cause analysis document

Add name of initiative, project, team etc.

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| **Define the problem** |
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| **What are the initial indicators?** |
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| **How was the issue discovered?**  |
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| **What is the data showing?**  |
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| **Root cause analysis to identify possible causes** |
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| **Root cause analysis to identify actual causes** |
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| **Identify potential solutions**  |
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| **Identify chosen solutions *(with reasons for these choices)*** |
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| **Plan the pilot test** |
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| **Results of the pilot test** |
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| **Implementation plan** |
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| **Control plan** |
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