



Root Cause Analysis Task List

This resource serves as a checklist of tasks to complete a root cause analysis as part of Unified Improvement Planning. This may be used in conjunction with other Root Cause resources, such as brainstorming protocols or guidance for root cause validation.

Tasks	Who is responsible for this task?	What is the deadline for this task?	Time and Materials Needed	Current Status (not started, in progress, complete)
Develop common team understanding of the role of Root Cause Analysis in improvement planning.				
Inventory data (other than performance data) to be used as part of root cause analysis.				
Determine what data will be reviewed prior to or as part of root cause analysis. Consider external review results (if applicable).				
Determine what data are available to use in validating root causes.				
Generate explanations (brainstorm), and categorize and summarize explanations.				
Narrow (eliminate explanations over which you have no control) and prioritize.				
Review other data to deepen thinking and validation of root causes.				
Capture Root Causes and the root cause analysis process in the Unified Improvement Plan				