Root Cause Analysis (RCA) Worksheet

STEP 1: Define the problem.	**Problem statement:**

STEP 2: Collect data.

Relevant data used to define problem:

- Discipline records
- Academic scores
- IEP placement data
- Teacher interviews
- Parent feedback
- Observation notes
- Attendance records
- Other _____
  _____

Summary of findings:

STEP 3: Identify possible cause(s).

Top three contributing problems

1.

2.

3.

STEP 4: **Find** **the root** **cause(s).**	**What are the fundamental causes driving the problem?** **Focus on the systems, not people.**		

STEP 5: **Develop a** **plan.**	**What steps will you take to address the root cause?**		
	Action steps	**People responsible**	**Timeline**

STEP 6: **Evaluate** **the plan.**	**How will you know that progress is being made?**	
	Indicators of success	**Review dates**