

PDCA Root Cause Analysis Worksheet

Use this worksheet during the PLAN phase to move from symptoms to validated root causes before selecting countermeasures.

1. Problem Definition

Problem Statement	Where / When / How Often	Impact

2. 5 Whys Analysis

5 Whys	Answer	Evidence Needed
Why 1?		
Why 2?		
Why 3?		
Why 4?		
Why 5?		

3. Root Cause Validation

Potential Root Cause	Evidence / Data	Confirmed?	Countermeasure Idea
		☐ Yes ☐ No	
		☐ Yes ☐ No	
		☐ Yes ☐ No	
		☐ Yes ☐ No	

4. Cause-and-Effect Thinking

Category	Possible Causes	Evidence / Notes
People		
Machine / Equipment		
Method / Process		
Material		
Measurement		
Environment		

5. Final Root Cause and Countermeasure

Final Root Cause	Selected Countermeasure	Owner	Due Date

6. Decision Before Moving to DO Phase

Readiness Question	Response
Is the root cause supported by evidence?	☐ Yes ☐ No
Is the countermeasure linked to the root cause?	☐ Yes ☐ No
Is the pilot scope small and controlled?	☐ Yes ☐ No
What must be verified during the DO and CHECK phases?	