



Template for Root Cause Action Plan and Progress Reporting

Leadership teams can use this form to develop an action plan that describes goals, tasks, and timelines for addressing the root causes. Keep in mind, a well-thought-out action plan will help the team stay on track amidst competing priorities, predict and neutralize potential barriers, and measure progress toward goals.

Problem	
Identified Root Cause	
Goal	

Action Steps

Action Item	Due Date	Person Responsible	Success Criteria	Completed

Progress Reporting

Date	Narrative: (key questions to answer) 1. What have been your successes? 2. What barriers did you encounter? How have you resolved them? 3. What resources or technical assistance do you need to move your process forward?