RCA is a tool used in industry to address unintended outcomes caused by accidents or mistakes. RCA is the process of identifying 1-3 key factors that- if changed -would likely prevent a future undesirable outcome. Completing the RCA would not “fix” the issue that has already occurred; rather, the goal is to ensure no similar mistakes occur in the future.

Hence, completing the RCA **would not lead to a** grade change. Rather your instructor will review your RCA at the end of the semester while reviewing your overall course performance.

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| --- | --- |
| This RCA is completed by | |
| Full Name: |  |
| Team Number: |  |
| RCA Submission Date: |  |
| Describe the task or assignment you are submitting this RCA for | |
| Assignment Number: |  |
| Assignment Name: |  |
| Assignment Due Date: |  |
| Assignment Points: |  |
| Other people who are involved or impacted by | |
| Name(s): |  |
| Their Role: |  |
|  |  |
| Problem Statement: |  |
| Most likely causes of the issue/problem: |  |
| Suggested solutions or preventions so that the issue will not occur again (list 1-3). Include at least one solution that you have control over. |  |
| Action taken (if taken) and measured results (if measured): |  |
| Describe any relevant documents provided as attachment: |  |