Postmortem Summary Template

|  |  |
| --- | --- |
| Problem Statement | [Insert brief problem statement] |
| Date | [Insert date] |
| Owner | [Insert owner name] |
| Tracker Reference ID | [Link or ID] |

## Issue Summary

[Insert description of the issue, how it was detected, and initial impact]

## Brief Troubleshooting Summary

[Summarize major investigation steps taken and key findings]

## Root Cause Conclusion

[Clearly state the determined root cause and rationale]

## Short-Term Containment Actions

[List any immediate mitigations taken and effectiveness]

## Long-Term Corrective / Preventive Actions (CAPA)

[Describe systemic changes, ownership, and closure plan]

## Contributing Factors / Observations

[Note other factors that complicated or contributed to the issue]

## Reflection

[Briefly discuss what went well, what could be improved in future investigations]

---------------

## Detailed Troubleshooting Timeline

[Add any additional troubleshooting detail as needed]

## Data Summary

[List or describe key data sources, include relevant plots, attach data files (including images, data tables, time trends, correlations, variability plots, etc)]