Incident Postmortem: <title of incident>

## **Summary**

<summary of incident, timestamps, who was involved, severity

## **Impact**

<describe impact of incident>

## **Detection**

<how was the incident discovered>

## **Root Cause**

<what caused the incident>

## **Resolution**

<how was it resolved>

## **Action Items**

<what was done to resolve the incident and what needs to be done for the future>