# Conducting a Root Cause Analysis

## Agenda

## [Date], [Approx. 60-Minute Time Slot]

### Objectives

* Understand the purposes of a root cause analysis
* Model the root cause analysis process

### Meeting Resources

* Root Cause Analysis PowerPoint (PPT) Presentation
* Root Cause Analysis Facilitation Guide
* Google Document: Fishbone Diagram

### Welcome and Introductions (5 minutes)

* New participant introductions
* Summary and outcomes of prior meeting (Developing a Well-Specified Problem Statement)
* Objectives for today’s meeting

### Presentation: Conducting a Root Cause Analysis (15 minutes)

* Presentation
* Discussion and Q&As

### Activities

* Identify subproblems
* Unpack subproblems to identify root causes

### Next Steps

* Finalize a fishbone diagram
* Meeting summary
* Schedule next meeting (Theory of Improvement)