



5 WHY GAP ANALYSIS

Project Title:		Completed by: (name)		Date Created:	
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Define the Problem

Why is this a Problem?

PRIMARY CAUSE
Why is this Happening?

1 [] therefore []
why → 2 [] therefore []
why → 3 [] therefore []
why → 4 [] therefore []
why → 5 [] **Root Cause**

Why is that?
Why is that?
Why is that?
Why is that?

Reminder:
✓ You don't want to list 5 different reasons; you want to go deep on one reason.

Caution:
✓ If your last answer is something you can't control, go back up to the previous answer.
✓ Final answer cannot be because of a person or department.
✓ If you have multiple whys to the same problem, create another 5 Whys tab.

Corrective Action to Take