

Report title:

Date created:

Person responsible:

Quality Assurance by:

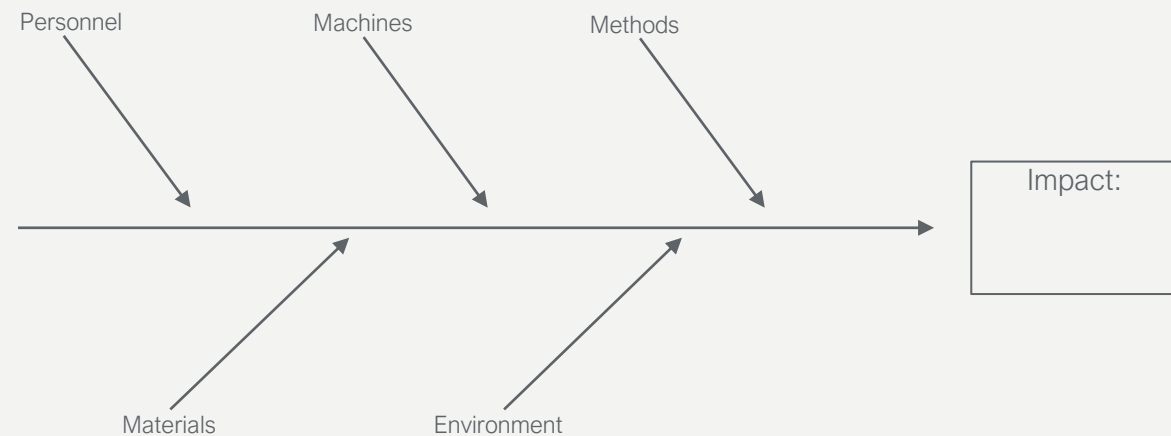
Plan

1) Background

2) Initial Situation

3) Target state

4) Root-Cause-Analysis



Team

Name (Abbreviation)	Role	Contact

Do | Check | Act

5) Countermeasures (do)

What	Who	Deadline	Status %

6) Impact (check)

7) Standardisation and follow-up (act)