

APOLLO ROOT CAUSE ANALYSIS™ INVESTIGATION

Score Sheet Template

Ratings Guide

- 1 = Does not comply 4 = Most comply
 2 = Some comply 5 = All comply
 3 = Many comply

Item	Rating	Notes
Do the causes pass the noun-verb test?		
Do the causes have a lot of unnecessary words or descriptors?		
Do the causal elements pass the space-time logic check?		
Do the causal elements pass the causal logic check?		
Are any of the cause boxes empty?		
Are there any unconnected causes floating around in the chart?		
Has each cause been identified as an action or condition?		
Does each effect meet the 2nd principle (causes exist in an infinite continuum – there is an action and a condition for each effect)?		
Have all conjunctions been eliminated?		
Does each cause have the appropriate supporting evidence to justify its inclusion in the chart?		
Does each branch have some type of stop identified for it?		
Does the solution matrix fall into a typical mix?		
Have the solutions been judged against a standardized set of criteria with standard ranges to minimize the possibility of favorite solutions being chosen?		
Has each solution been assigned to a team member and given a due date?		
Does the chart meet all of the four principles of causation?		
Does the problem definition establish a clear dollar value significance that will let management make informed choices and approvals?		
Have all of the action items been resolved?		

Overall Score: Actual _____ / possible 85 = _____ %