CORRECTIVE ACTION PLAN (CAP)

(Use one template for each incident)

GENERAL INFORMATION					
Test Stage:	☐Unit ☐Functionality ☐Integration ☐System ☐Interface ☐Performance ☐Regression ☐Acceptance ☐Pilot Specify the testing stage where the requirement was not met or the deficiency occurred.				
Incident Number:	Specify the unique identifier assigned to the incident.	**Test Case Number:**	Specify the unique test case number.		
Test Description:	Describe the items being tested, such as versions or revision levels. Describe environmental attributes in which the testing is being conducted.				
Requirement not met:	Describe the requirement and/or deficiency that were not successfully completed during a testing stage. Identify the requirement number and details from the Requirements Traceability Matrix.				
Results of Incident Correction Re-Test:	☐Pass ☐Fail	**Re-Test Case Number, if applicable:**	Specify the unique test case number.	**Date of Incident Correction Re-Test:**	mm/dd/yy
INCIDENT					
How was the Incident Identified:	Describe how the incident was indentified during the test stage.				
Incident Description:	Describe the incident, in detail.				
APPROACH TO COMPLIANCE					
Corrective Action:	Describe the necessary steps to correct the incident.				
Roles and Responsibilities:	Describe each project team member and stakeholder involved in the correction and re-test, and identify their associated responsibilities for ensuring the test is executed appropriately.				

Interim Activities (until compliance is reached):	Describe any processes or procedures that need to be followed until the incident is corrected.
Approval of Approach:	Describe the approval process required for the correction of the incident.
SCHEDULE FOR COMPLIANCE	
Major Milestones:	Provide the milestones and dates for the correction of the incident.
Dependencies:	List any dependencies to other tests, tasks, projects, etc.
COST OF COMPLIANCE	
Time:	List any additional cost in time due to the correction of the incident.
Resources:	List any additional cost in resources due to the correction of the incident.
Fiscal Impact:	List any additional fiscal impact due to the correction of the incident.
CONCLUSION AND NEXT STEPS	
Checkpoints:	Designate checkpoints to ensure the correction of the incident.
Re-assessment of Incident:	Describe the steps required to re-assess the incident once it has been corrected and re-tested. If the re-test is unsuccessful, include how this open incident will be handled. If the incident cannot be corrected, describe how it will be dealt with. Include any timeframes, if appropriate.
Approvals and Certification of Compliance:	Describe the approval required for the re-assessment/certification of compliance once the incident has been corrected and re-tested successfully.
Formal Review of Status:	Describe the steps necessary for a formal status review of the correction of the incident.