

Simple Corrective Action Plan Template Example

Date	Deadline	Prepared By
May 26, 2025	June 16, 2025	Director of IT

Problem Statement
A client reported unauthorized access to their account due to an unpatched security vulnerability in our login system.

Root Cause
The patch was missed during the Q1 deployment because of miscommunication between the Development and Security teams.

Action Step	Description	Status	Due Date	Person / Team Responsible	Desired Outcome
Patch vulnerability	Deploy the missed authentication patch to all affected environments	In Progress	5/29	IT Security Team	Vulnerability eliminated across all systems
Conduct full security audit	Review all systems for additional outdated components or missed patches	Not Started	6/4	DevOps & Security Audit Team	Ensure systemwide compliance with security protocols
Update deployment process documentation	Document procedures to ensure security updates are prioritized in sprint plans	Not Started	6/2	Dev Team Lead	Reduced risk of skipped updates in future cycles

Results Assessment
The corrective actions resolved the vulnerability and improved coordination between teams. No further incidents have occurred since the patch was applied.

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Results Assessment

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