**[A blue and white sign

AI-generated content may be incorrect.](https://www.smartsheet.com/try-it?trp=12401&utm_source=template-word&utm_medium=content&utm_campaign=SEO)Simple Corrective Action Plan Template Example**

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

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

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

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| 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| Conduct full security audit | Review all systems for additional outdated components or missed patches | Not Started | 6/4 | DevOps & Security Audit Team | Ensure systemwide compliance with security protocols |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 |
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| Results Assessment |
| The corrective actions resolved the vulnerability and improved coordination between teams. No further incidents have occurred since the patch was applied. |

**Simple Corrective Action Plan Template**

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| Date | Deadline | Prepared By |
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| Problem Statement |
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| Root Cause |
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| Action Step | Description | Status | Due Date | Person / Team Responsible | Desired Outcome |
|  |  | In Progress |  |  |  |
|  |  | Not Started |  |  |  |
|  |  | Complete |  |  |  |
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| Results Assessment |
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