

CORRECTIVE ACTION PLAN (CAP)

GENERAL INFORMATION					
Test Stage:	<input type="checkbox"/> Unit	<input type="checkbox"/> Functionality	<input type="checkbox"/> Integration	<input type="checkbox"/> System	<input type="checkbox"/> Interface
	<input type="checkbox"/> Performance	<input type="checkbox"/> Regression	<input type="checkbox"/> Acceptance	<input type="checkbox"/> Pilot	
Incident Number:			Test Case Number:		
Test Description:					
Requirement not met:					
Results of Incident Correction Re-Test:	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	Re-Test Case Number, if applicable:		Date of Incident Correction Re-Test:
INCIDENT					
How was the Incident Identified:					
Incident Description:					
APPROACH TO COMPLIANCE					
Corrective Action:					
Roles and					

Responsibilities:	
Interim Activities (until compliance is reached):	
Approval of Approach:	
SCHEDULE FOR COMPLIANCE	
Major Milestones:	
Dependencies:	
COST OF COMPLIANCE	
Time:	
Resources:	
Fiscal Impact:	
CONCLUSION AND NEXT STEPS	
Checkpoints:	
Re-assessment of Incident:	
Approvals and Certification of Compliance:	
Formal Review of Status:	
