

# Feedback Resolution Action Plan

Use this form to document customer or stakeholder feedback, determine the root cause, and track the progress of corrective actions through to resolution. Designed for physical printing and manual or digital filing.

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## 1. General Information

Feedback Source / Client Name:

Date Received:

Received By (Staff Name):

Case / Ticket Reference Number:

## 2. Issue Description & Root Cause

Summary of Feedback / Complaint:

Root Cause Analysis (Why did this issue occur?):

## 3. Corrective Action Steps

Action Step / Task	Assigned To	Target Date
<input type="text"/>	<input type="text"/>	<input type="text" value="YYYY-MM-DD"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="YYYY-MM-DD"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="YYYY-MM-DD"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="YYYY-MM-DD"/>

## 4. Verification & Sign-Off

Current Status (Pending / In Progress / Resolved):

Resolution Completion Date:

Verified By (Manager Signature):

Date Customer Notified of Resolution: