

Incident Postmortem Template

Organization	
Incident	
Playbook Used	

Postmortem Owner	Date Completed	Incident ID

Incident Severity	Incident Priority	Additional Comments
<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High	

Impact of Incident

Systems Affected	Customers Affected	Impact on Other Involved Parties

Incident Timeline

Date and Time of Incident	
Date and Time of Detection	
Date and Time of Containment	
Date and Time of Analysis	
Date and Time of Eradication	
Date and Time of Recovery	
Date of Closure	
Explanation for Closure	

Investigation and Response Timeline

Action	Date / Time	Owner	Notes

Root Cause Analysis

Related Incidents

Learnings and Next Steps

Follow-Up Tasks