**UniQuE**

Post Incident Resolution Review Report

(Engagement Name and Id)

(Client)

**Document History**

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| --- | --- | --- | --- |
| Version | Date | Author | Changes |
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**Review And Approval**

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| Company | Role | Name | Date | Signature |
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**Distribution**

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**Storage**

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| Location | Access | Administrator |
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# Incident Details (add table)

## Incident Number

## Incident Date

## Impacted Configuration Items

## Incident Description

## Major Incident Recovery Team

## Problem Ticket Reference

# Post Incident Review Session

|  |  |
| --- | --- |
| **Date** |  |
| **Subject** |  |
| **Time & Location** |  |
| **Purpose** |  |
| **Agenda** |  |
| **Attendees** |  |

# Review Findings

## Technical Resolution Effectiveness

## Communication Effectiveness

## Any Other Lessons Learnt

# Post Incident Review Action Items

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Action Item Description** | **Owner** | **Target Due Date** | **Status** | **Actual Completion date** |
|  |  |  |  |  |  |
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