**IT Incident Report Template**

**Incident Title:**

**Incident Report ID:**

**Reported By:**

**Date & Time Reported:**

**Affected System(s) or Service(s):**

**Incident Category:**

☐ Hardware ☐ Software ☐ Network ☐ Application ☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Description of Incident:**

**Cause of Incident:**

**Immediate Actions Taken:**

**Resolution Summary:**

**Downtime Duration (if applicable):**

**Recommendations/Suggestions:**

**Reported By:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reviewed By:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of Completion:**

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