# Gap Analysis Chart

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| Competency/Skill | Current Level | Desired Level | Gap |
| --- | --- | --- | --- |
| Competency/Skill 1 | [Current Level] | [Desired Level] | [Gap] |
| Competency/Skill 2 | [Current Level] | [Desired Level] | [Gap] |
| Competency/Skill 3 | [Current Level] | [Desired Level] | [Gap] |
| Competency/Skill 4 | [Current Level] | [Desired Level] | [Gap] |
| Competency/Skill 5 | [Current Level] | [Desired Level] | [Gap] |
| Competency/Skill 6 | [Current Level] | [Desired Level] | [Gap] |
| Competency/Skill 7 | [Current Level] | [Desired Level] | [Gap] |
| Competency/Skill 8 | [Current Level] | [Desired Level] | [Gap] |
| Competency/Skill 9 | [Current Level] | [Desired Level] | [Gap] |
| Competency/Skill 10 | [Current Level] | [Desired Level] | [Gap] |

Note: In the above chart, fill in the actual competency/skill names, current level of proficiency, desired level of proficiency, and calculate the gap between the two.

Explanation: The gap analysis chart provides an overview of the current proficiency levels of specific competencies or skills within the organization and compares them to the desired levels. The gap represents the difference between the current and desired proficiency levels, indicating areas where improvement or development is needed.

By assessing and documenting the gaps, the organization can identify the areas requiring attention and focus resources on developing the necessary competencies or skills. This chart serves as a visual representation of the gaps and helps prioritize efforts to bridge them.

Please fill in the chart with the relevant competency/skill names, current and desired proficiency levels, and calculate the gaps accordingly. This will provide a clear understanding of where the organization currently stands and where it aims to be in terms of competencies or skills.