Gap Analysis Form

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Organization's Details:

Organization's Name:_____

Date of Assessment:_____

Current State Assessment:

Describe the current situation (This should encompass the skills, knowledge, and abilities of your team, as well as any processes, procedures, or tools currently in use):

_____

_____

_____

_____

_____

Desired State Assessment:

Describe the desired future situation (What skills, knowledge, abilities, processes, procedures, or tools do you wish your team had? What are your goals for improvement?):

_____

_____

_____

_____

_____

Gap Identification:

Identify the gaps between the current situation and the desired future situation(What is missing? What needs to change to reach your goals?):

- ☐ Skills
- ☐ Knowledge
- ☐ Abilities
- ☐ Processes
- ☐ Procedures
- ☐ Tools

Action Plan Development:

Skills
Action Plan:

_____

_____

_____

_____

_____

Knowledge
Action Plan:

_____

_____

_____

_____

_____

Abilities

Action Plan:

_____

_____

_____

_____

_____

Processes

Action Plan:

_____

_____

_____

_____

_____

Procedures

Action Plan:

_____

_____

_____

_____

_____

Tools

Action Plan:

_____

_____

_____

_____

_____

Priority Setting:

Rank each action plan in order of priority, with 1 being the highest priority.

Skills

___1

___2

___3

___4

___5

Knowledge

___1

___2

___3

___4

___5

Abilities

___1

___2

___3

___4

___5

Processes

___1

___2

___3

___4

___5

Procedures

___1

___2

___3

___4

___5

Tools

___1

___2

___3

___4

___5

By completing this form, you'll have a clear overview of your organization's gaps and a comprehensive action plan to address them.