

GAP ANALYSIS TEMPLATE

1. Purpose of the Analysis

- [Clearly define the purpose of the analysis and what you aim to achieve.]

2. Current State

- [Describe where the business currently stands. This helps identify weaknesses, inefficiencies, or limitations that may exist.]

3. Desired State

- [Define the specific, measurable, and achievable target state.]

4. Identified Gaps

- [Outline the discrepancies between the current and desired state and their business impact.]

5. Root Cause Analysis

- [Identify the reasons behind these gaps. Instead of just listing the problems, analyze why they exist.]

6. Action Plan

- [Propose realistic and actionable steps to bridge the gaps.]

7. Timeline and Milestones

- [Propose realistic and actionable steps to bridge the gaps.]

8. KPIs (Key Performance Indicators)

- [Conduct a SWOT analysis to assess your market and business.]

9. Stakeholders Involved

[Identify the individuals or teams responsible for each action]