

Gap Analysis Report

1. Executive Summary

This report provides an overview of the gap analysis conducted to assess the current state versus the desired future state. It identifies key gaps, analyzes causes, and recommends actionable steps for improvement.

2. Objectives

- Identify discrepancies between current and target state.
- Analyze root causes for the identified gaps.
- Recommend actions to bridge the gaps.

3. Methodology

Describe data collection methods, stakeholders consulted, frameworks used, and analysis processes.

4. Gap Analysis Table

| Area | Current State | Desired State | Identified Gap | Action Required |
|--------------------|-------------------------------|-------------------------------|------------------------------|----------------------------------------|
| Process Efficiency | 80 units/day, frequent delays | 120 units/day, minimal delays | 40 units short, delay issues | Implement automation, retrain staff |
| Compliance | 70% adherence to new policy | 100% adherence to new policy | 30% non-compliance | Conduct policy workshops, monitor KPIs |

5. Root Cause Analysis

Summarize key findings from root cause investigations (e.g., resource shortages, training gaps, unclear policies).

6. Recommendations

- Short-term: Conduct training sessions for compliance.
- Medium-term: Invest in automation technologies.
- Long-term: Institute continuous improvement reviews.

7. Conclusion

Recap the major gaps, their implications, and outline proposed solutions with timelines.

Important Notes:

- Gap Analysis Reports are critical for strategic planning and process improvement.
- Accuracy in documenting both current and desired states ensures effective action planning.

- Involvement of all relevant stakeholders is essential for successful implementation.
- Follow-up assessments are recommended to track progress and results over time.