Gap Identification and Remediation Plan Template

Project/Process Name:

[Insert Name]

Prepared By:

[Prepared By Name and Title]

Date:

[Date]

1. Executive Summary

Provide a high-level overview of the identified gaps and the intended approach for remediation. Summarize objectives and expected outcomes.

2. Gap Analysis

#	Requirement/Control	Current State	Gap Description	Risk/Impact
1	[e.g., Policy Requirement]	[Current Implementation]	[Description of Missing/Shortcoming]	[Associated Risks]
2	[Another Requirement]	[Current Implementation]	[Description of Gap]	[Risk/Impact]

3. Remediation Plan

Gap #	Remediation Action	Responsible Party	Due Date	Status
1	[Action Item]	[Owner/Team]	[YYYY-MM-DD]	[Open/In Progress/Closed]
2	[Action Item]	[Owner/Team]	[YYYY-MM-DD]	[Open/In Progress/Closed]

4. Monitoring & Review

Detail the process for ongoing monitoring, status updates, and periodic review of implemented remediations.

Important Notes

- Ensure all identified gaps are clearly documented and supported by evidence.
- Remediation actions should be specific, measurable, and assigned to accountable individuals or teams.
- Regular tracking and status updates are critical for progress and accountability.
- This document may be subject to internal/external audit or review; maintain accuracy and completeness.
- Update the plan as new gaps are discovered or as remediation progress changes.