

Gap Analysis Template

[TEMPLATE TEXT:

This is just a example on what to put into a GAP analysis

Ajust accordingly to company and the requirements

TLP: **TLP:AMBER**

LINK DK :<https://www.cfcs.dk/da/handelser/traffic-light-protocol/>

LINK EN: <https://www.first.org/tlp/>

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[Company Name]

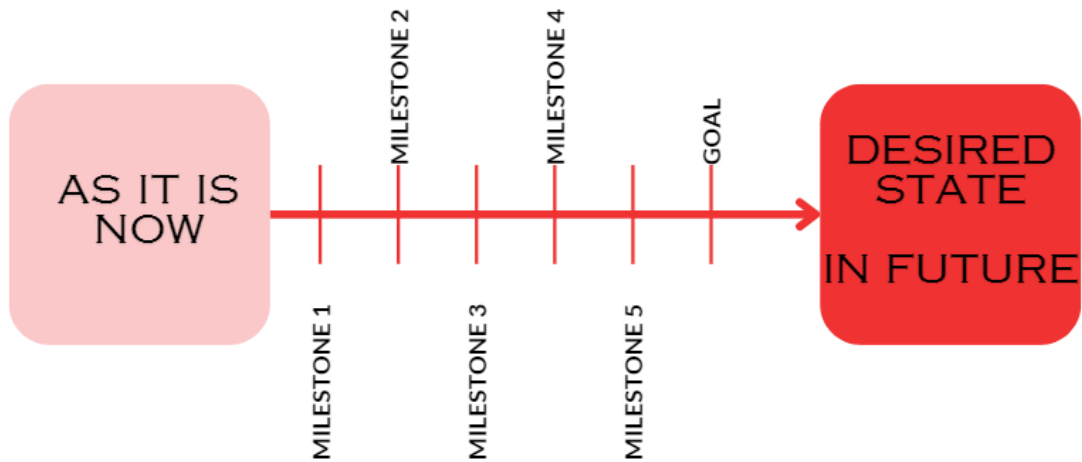
Gap analysis

Revision X.X

Responsible: [Management name]

System owner: [name]

Gap analysis



1. Introduction

- Purpose of the Gap Analysis
- Scope of the Analysis

2. Current State Analysis

- Description of the current state
- Key Performance Indicators (KPIs)
- Current processes, resources, and capabilities

3. Desired Future State

- Description of the desired future state
- Future goals and objectives
- Target performance levels

4. Gap Identification

- Specific areas where gaps exist
- Description of each identified gap
- Impact of each gap on achieving future goals

5. Root Cause Analysis

- Analysis of the causes of each identified gap
- Internal and external factors contributing to the gaps

6. Gap Prioritization

- Prioritization of gaps based on impact and urgency
- Critical gaps that need immediate attention

7. Solutions and Action Plan

- Proposed solutions to bridge each gap
- Steps required for implementation
- Resources needed (financial, human, technological)
- Timeline for each action

8. Risk Assessment

- Potential risks in implementing the solutions
- Mitigation strategies for each risk

9. Monitoring and Evaluation

- Metrics and KPIs for measuring progress
- Regular review and evaluation schedule

10. Reporting and Documentation

- Format and frequency of reporting progress
- Documentation requirements

11. Approval and Implementation

- Approval process for the gap analysis and action plan
- Implementation strategy

Instructions for Use:

- Gather Data: Collect relevant data to understand the current state and desired future state.
- Analyze and Identify Gaps: Use the data to identify where gaps exist and why.
- Develop Action Plan: Create a detailed plan for how to address each gap.
- Implement and Monitor: Execute the action plan and regularly monitor progress.
- Review and Adapt: Continuously review the outcomes and make adjustments as needed.