

Gap Analysis Worksheet

Compare the present state with a specific desired state. Record evidence before proposing an action; this worksheet does not choose a strategy for you.

Project / process	Owner	Review date
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Current and target states

Area / process	Current state	Target state	Evidence
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Gaps and proposed actions

Gap ID	Gap description	Priority	Owner	Proposed action	Due date
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Decision and follow-up

Action selected	Responsible person	Target date	Status
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Record one gap per workbook row for filtering and factual counts. A gap is not a root-cause diagnosis or an implementation plan.