

**GAP**

**ANALYSIS REPORT**



This report is a template designed for the purpose of standardizing the gap analyses in business projects.

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| **Overview** |
| This purpose of this document is to help understand and prioritize the company’s business needs by identifying existing deficiencies that need to be resolved. Quantifying deficiencies and identifying the work efforts that can be developed to address them is easier if the prevalent gaps are uncovered.  [Provide a background information on the necessity of this analysis. Outline the specific objectives of the analysis and what it is trying to achieve. ] |
| **Scope** |
| [Determine the scope of the gap analysis. Evaluate all available information and other sources if necessary. Confirm the key details on which observations and comparisons will be made and determine the required measurement activities.] |
| **Current Environment** |
| [Briefly describe the processes or technologies that are currently in place and why they needed to be changed.] |
| **Methodology** |
| [Determine the framework that you will be using to assess the gap. Describe the method and explain why it is the best one to use for this assessment.] |

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| **Gap Analysis and Resolution Matrix** | | | | | | |
| Objective | Current State | Future State | Gap Identification | Gap Description | Factors | Resolution |
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| **Resolution/Action Plan** |
| [Summarize the items that are outstanding and should be prioritized.] |