

Gap Analysis [Project Name]

Prepared By:

Project Name:

Phase: [Project Phase or Document name]

Process: [Process Name] Gap Analysis

1. Definition
 - [Process Definition]
2. Key Work Product / Deliverable
 - [Deliverables]
3. Activity Performer
 - [Actor]
4. Dependents
 - [Dependents]
5. Pre-requisites
 - [pre-requisites]

Gaps:

Gaps	Type
• [gap]	• [Routine, Re-alignment or Peripheral]
•	•
•	•

Issues:

Issues	Risk/Impact
• [issues identified by this gap]	• [risk of not closing this gap]
•	•
•	•
•	•
•	•
•	•