**Process Gap & Risk Analysis Report**

**Description:**  
Conducted an in-depth analysis of process gaps and risks affecting operational efficiency, data quality, and system integration to inform mitigation strategies during ERP and CRM deployment.

**Key Elements:**

* Identified inefficiencies in current processes such as manual data entry, approval delays, and fragmented reporting across agencies.
* Analyzed risks related to data inconsistency, loss of critical information during migration, and potential compliance breaches.
* Classified risks by impact (financial, reputational, operational) and likelihood, prioritizing based on humanitarian program criticality.
* Recommended mitigations including process automation, enhanced user training, and strict data governance controls.
* Proposed contingency plans for critical risks like network outages in remote field offices and political instability.
* Developed a risk monitoring dashboard for ongoing assessment and management by the PMO.
* Reviewed findings with key stakeholders to align mitigation measures and secure buy-in.