# Gap Analysis Template

## 1. Identify the current situation.

*Define what is important for you in your department or organization.*

|  |
| --- |

## 2. Set [S.M.A.R.T goals](https://www.forbes.com/sites/forbesrealestatecouncil/2020/01/27/achieve-more-by-setting-smart-goals/) of where you want to end up.

*Your goals should be specific, measurable, achievable, relevant and time-bound. List a few goals that meet these criteria.*

|  |
| --- |

## 3. Analyze gaps between where you are & where you want to be.

*Get to the details of why you aren’t as successful as desired. Is there an issue with processes, personnel or something else? List culprits here.*

|  |
| --- |

## 4. Establish a plan to close existing gaps.

*Now that you’ve identified the issues it’s time to solve them. Develop action items that bridge the gaps between you and your end goals.*

|  |
| --- |