

# Gap Analysis Items Data Collection Form

Scheduled for:

---

**Area of Risk** *The name of the module associated with the gap analysis*

---

**Analysis Type** *The specific type of gap analysis performed*

---

**Analysis Item** *A brief title used to identify the item being analyzed for gaps*

---

**Analysis Description** *A more detailed description of the item to be analyzed for gaps*

**Key Resources** *A list of key human resources and/or job titles likely to be of assistance when analyzing for gaps in the business process*

Local Contact:  
Item Reviewer:

**Key Locations** *A list of key locations where business processes occur, process materials are maintained, or processes can be evaluated*

**Estimate (hours)** *The number of hours estimated to analyze gaps in the business process*