Item ID:

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*