

# 5 simple steps on how to do a gap analysis

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## The Comprehensive Guide to Gap Analysis

### Definition

Gap analysis is a process that compares a current state to a desired future state, identifying any disparities or gaps that need to be addressed. It helps organizations understand their weaknesses, strengths, and areas for improvement.

### Basic Gap Analysis

Basic gap analysis involves two main steps:

1. **Assess the current state:** Determine the organization's current performance, capabilities, and resources.
2. **Define the desired future state:** Establish clear, measurable goals for the organization's future.

### Question 5 Gap Analysis

Question 5 gap analysis is a specific type of gap analysis that focuses on the following five questions:

1. What is the current situation?
2. What is the desired situation?
3. What are the gaps between the two?

4. What are the possible causes of these gaps?
5. What actions can be taken to close these gaps?

## Gap Analysis Process

The five basic steps in the gap analysis process include:

1. **Define the goal:** Establish the objective of the gap analysis.
2. **Assess the current state:** Gather data on the organization's current performance.
3. **Determine the future state:** Define the organization's desired future state.
4. **Identify gaps:** Compare the current state to the future state and identify any gaps.
5. **Develop action plans:** Create strategies to address the gaps and enhance performance.

## Five-Steps Analysis

### Data Analysis:

1. Gather data
2. Clean and prepare data
3. Analyze data
4. Interpret results
5. Communicate findings

### Process Analysis:

1. Define the process
2. Map the process
3. Identify inefficiencies
4. Develop improvement plans
5. Implement solutions

### Gap Analysis:

1. Identify current state
2. Define future state

3. Assess the gaps
4. Identify root causes
5. Develop recommendations

## Five Whys Gap Analysis

The 5 Whys gap analysis is a technique used to drill down to the root cause of a problem. It involves asking "why" five times to identify the underlying issues.

## Five Gaps Model

The five gaps model identifies five types of gaps:

1. Knowledge Gap
2. Performance Gap
3. Resource Gap
4. Process Gap
5. Output Gap

## Gap Analysis Checklist

A gap analysis checklist can help organizations systematically identify and assess gaps. It typically includes items such as:

- Current state assessment
- Future state definition
- Gap identification
- Root cause analysis
- Action plan development

## Gap Analysis Example

**Example:** A company performs a gap analysis to assess its current sales performance (current state) against its sales target (future state). The analysis reveals a gap of \$1 million in sales. To close the gap, the company develops an action plan that includes increasing marketing spend, improving sales training, and

streamlining sales processes.

## **Gap Analysis Strategy**

A gap analysis strategy outlines the specific steps and actions that will be taken to address the identified gaps. It should include:

- Goals and objectives
- Scope and timeframe
- Data collection and analysis methods
- Gap identification and assessment
- Action plan development
- Evaluation and monitoring

## **Components of Gap Analysis**

The three fundamental components of a gap analysis are:

1. Current State Assessment
2. Future State Definition
3. Gap Analysis

## **Key Purpose of Gap Analysis**

The key purpose of gap analysis is to:

- Identify areas for improvement
- Enhance performance
- Achieve strategic goals
- Optimize resource allocation

## **Five Forces Analysis of the Gap**

The five forces analysis of the gap examines the five competitive forces that influence an organization's position:

1. Threat of new entrants
2. Bargaining power of suppliers
3. Bargaining power of buyers
4. Threat of substitute products
5. Rivalry among existing competitors

## **Five Phases of Analysis**

The five phases of analysis in strategic planning include:

1. Environmental Scanning
2. Competitor Analysis
3. Gap Analysis
4. Strategy Formulation
5. Strategy Implementation

## **Five Steps to Analyze a Question**

1. State the problem
2. Gather information
3. Identify possible solutions
4. Evaluate solutions
5. Decide on a solution

## **Five Steps in Statistical Analysis**

1. Formulate a research question
2. Collect data
3. Analyze data
4. Interpret results
5. Draw conclusions

## **Five Steps of Task Analysis**

1. Define the task
  2. Identify the steps
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3. Analyze the steps
4. Develop training materials
5. Evaluate the task

## **Five Steps in Job Analysis**

1. Collect data
2. Analyze data
3. Develop job descriptions
4. Develop job specifications
5. Conduct job evaluations

## **Five Stages of Business Analysis**

1. Requirements Elicitation
2. Analysis and Modeling
3. Solution Design
4. Solution Validation
5. Implementation Planning

## **Steps of 5 Whys Analysis**

1. Identify the problem
2. Ask "why" five times
3. Identify the root cause

## **Types of Gap Analysis**

Types of gap analysis include:

- SWOT Analysis
- PEST Analysis
- Porter's Five Forces Analysis
- Capability Maturity Model Integration (CMMI)

## **Five Gap Model Analysis**

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Five gap model analysis helps identify gaps in:

- Knowledge and skills
- Time and resources
- Policies and procedures
- Values and culture
- Communication

## **Five Steps in Applying Strategic Analysis**

1. Define the scope
2. Collect data
3. Analyze data
4. Develop insights
5. Make recommendations

## **Five Forces Analysis of the Gap**

1. Rivalry among existing competitors
2. Potential of new entrants
3. Power of suppliers
4. Power of buyers
5. Threat of substitute products

## **Five Ways of Identifying a Research Gap**

1. Review literature
2. Conduct interviews
3. Survey practitioners
4. Analyze data
5. Ask expert opinions

## **Five Whys Gap Analysis**

1. Identify the problem

2. Ask "why" five times
3. Identify the root cause

## Gap Analysis in Research

Gap analysis helps researchers identify:

- Areas where more research is needed
- Weaknesses in existing research
- Opportunities for new research

## Writing a Research Gap

To write a research gap:

1. State the topic
2. Identify the existing research
3. Analyze the research
4. State the research gap
5. Suggest future research

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