Gap Analysis Template

Client: [Name]  
Date: [MM/DD/YYYY]  
Auditor: [Your Name]

# Scope

Describe the scope of systems, accounts, and services in assessment.

# Findings & Gaps

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Control Area | Requirement | Current State | Gap | Recommendation |

# Prioritized Recommendations (Top 5)

1)   
2)   
3)   
4)   
5)