# General Information

|  |  |
| --- | --- |
| **Project Name/Project #:** |  |
| **Business Process Owner/Sponsor:** |  |
| **Author:** |  |
| **Project End Date:** |  |

# Revision / Change History

|  |  |  |
| --- | --- | --- |
| **Revision Level** | **Revision Date** | **Description of Changes** |
| 01 | 5/28/11 | 1. Template version |
| 01 |  | 1. Initial project version |

*The purpose of the Gap Analysis is to define the difference between the current (As-Is) state and desired future (To-Be) state of a system. This Gap Analysis will drive the targets of the relevant project and provides key input to the Statement of Requirements. It is designed to identify the gaps in the current state and to help define the problem that is to be solved by the project. This document is solution independent. It is intended to be a statement of the difference between two states, not how the target future state will be achieved. The level of detail required in this document should fully represent requirements of the project.*

*The template includes instructions to the author, boilerplate text, and fields that should be replaced with the values specific to the particular project.*

* Blue italicized text enclosed in square brackets (i.e., [text]) provides instructions to the document author, or describes the intent, assumptions and context for content included in this document.
* Blue text enclosed in angle brackets (i.e., <text>) indicates a field that should be replaced with information specific to the particular project.
* Text and tables in black are provided as boilerplate examples of wording and formats that may be used or modified as appropriate.

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# Gap analysis overview

## Document scope

*[This section explicitly states which types of information are included and excluded from this document.*

*The following statements should apply to most projects.]*

The scope of this document includes:

* Description of current processes or systems being analysed
* Description of the target process or system
* Breakdown of the gaps between the current and target process or system
* Conclusion and recommendation

Specifically excluded from the scope of this document are:

* Requirements/ Solutions
* Implications of solution or option(s)
* Costs
* Timeframes
* Risks
* Plans
* Wish-list items not related to gaps
* Requirements not related to gaps.

## Assumptions

*[Clearly document any assumptions that have been made that are important for understanding the context of this gap analysis. Each assumption should be presented in only enough detail to allow the non-technical reader to understand the significance of the assumption.*

*During the course of a project, it is common for assumptions to be clarified and removed or transformed into dependencies or constraints. If any of the listed assumptions prove to be invalid, it could be expected that there will be a substantive impact upon the project scope, the business requirements and the solution design.]*

The following assumptions have been made when formulating this gap analysis:

## Recommendation

*[This section should make a recommendation as to which gaps need to be fixed based upon those identified gaps that are the most important business issues for* JCI*.]*

# Current State (As-Is) Overview

*[Provide a brief overview of the process / system. If the current process includes sub- processes structure your content to the detail that is required for this section. A diagram may be appropriate here (especially for processes). Include a reference to existing documentation where appropriate.]*

# Future State (To-Be) Overview

*[Briefly describe the future state system or process. List the standards, service or performance levels that are required/desired in a new process or system. These should be the RELEVANT standards to which the analysis will find gaps. Include a reference to existing documentation where appropriate.]*

# Gap analysis

*[List the gaps that are evident between the current state and the future state as described above.]*

| No. | Identified Gap Area | Priority to Close Gap | Current State | Target Future State | Description of Gap | How long has Gap existed? | Benefits of Closing Gap |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | *[Name of the area where the gap exists]* | *[H/M/L]* | *[Short description of the current state]* | *[Short description of the future state]* | *[A detailed description of how the current system does not meet the Target]* | *[A short description of the length of time the Gap is known to have existed]* | *[Description of benefits of the target future state]* |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |

# Conclusion

*[This section should summarize the gaps and help to define the problem statement. Gaps could be grouped into levels of importance, areas of technology, or operational areas of responsibility according to the most relevant issues for this problem.]*

The following conclusion has been made based on the above gap analysis: