

# Gap Analysis Recommendations

Now that you have done the Gap Analysis, you will need to create a recommendation plan:

## 1. Refer to the 'Future State and from the Gap Analysis and the Interview Questions to develop a plan to effectively put the Actions into place.

First, enter the future state from your gap analysis, then identify the staff that will be affected by each action item and the impact it will have for the organization.

- Impact = what will be different for the organization once the future state is in place

## 2. Setting Priorities

For each of your Actions/Issues, analyze your **current state** and set a priority for the action. To do this, consider the following:

- Priority does not always relate to importance of who wants the change. It often is tied to the overall impact on the organization. Some action items will need to follow a certain order to most effectively be put into place and will be reflected in the priority level (high = first thing to do!).

## 3. Making Recommendations

After assessing the priority, you can, you can express the steps and recommendations needed to reach your goals. In creating your recommendation, be sure to consider these questions;

- What staff capacity is in place? Who is the audience and how will they use new solutions? What reports and dashboards need to be created? What can our current system do? When will things be in place for use?

Example:

Next Actions/Issues	Staff Affected	Impact (time, decision making, etc.)	Priority (High, Med, Low)	Recommendations & Costs