

# Gap Analysis

To conduct a Gap Analysis, follow these three steps:

## 1. Identify what you would like to be different or you 'Future State'

First, identify the objectives that you need to achieve. This gives you your future state – the "place" where you want to be once you've completed and how you want things to be different.

## 2. Analyze Your Current State/Information Sources

For each of your objectives, analyze your **current state**. To do this, consider the following questions:

- Who has the knowledge that you need? Who do you need to speak with to get the full picture of your current state?
- Is the information in people's heads, or is it documented somewhere?

## 3. Identify How You Will Bridge the Gap and Next Actions

Once you know your future state/objectives and your current state, you can think about what you need to do to bridge the gap and reach your goals.

- What's the best way to get this information? By using brainstorming workshops? Through one-to-one interviews? By reviewing documents? Or in some other way?

Example:

Future State/Objective	Current State/Information Source	Next Actions

### Tips

Provide an appropriate amount of detail in your Gap Analysis to. If you present too much detail, people will be overwhelmed, but if you don't give enough detail, you won't tell them what they need to know to approve your next actions.

When you analyze your future state and current state, use metrics where information can be quantified (such as "Five out of six program officers utilize the grants system to review data to help their decision making process on grant recommendations."), and general statements when metrics aren't available (such as "Impact reporting can provide key information to what the grant dollars are actually doing in the communities we serve.")

Also remember that your assessment of the current situation and the desired future state can be both quantitative and qualitative.