



General Gap Analysis Template

Warehouse Team / James Truema / 31 Oct 2018 / Francis Coopee

Complete

Score	0%	Failed items	0	Actions	0
Date and Time of Review				31 Oct 2018 10:28 PST	
Department				Warehouse Team	
Name of Employee				James Truema	
Employee Number				AB-12345	
Job Post				Staff	
HR Manager / Supervisor				Francis Coopee	

Gap Analysis

Factors to Analyze: Click "Add" button

Factors 1

Description of work

Dispatch of food supply orders

Current State

• Performance status at the moment

Orders are dispatched late 20% of the time

Desired/Target State

• The goal that you want to achieve

100% on-time delivery

Identified Gaps and Risks

- Areas for improvement
- After you have identified gaps and risks click then click "Action" to create your action plan/s

- Unable to dispatch order request on time

Factors 2

Description of work

Inventory of supplies

Current State

• Performance status at the moment

Discrepancies on inventory report of supplies

Desired/Target State

• The goal that you want to achieve

100% accurate inventory report of supplies

Identified Gaps and Risks

- Areas for improvement
- After you have identified gaps and risks click then click "Action" to create your action plan/s

- Failed to check items thoroughly

- Inaccurate dispatch of items

Completion

Recommendations

Send me the daily progress report

Employee (Full Name and Signature)



James Truema

31 Oct 2018 14:05 PST

Manager / Supervisor (Full Name and Signature)



Francis Coopee

31 Oct 2018 14:05 PST