



Gap Analysis

Reaching Your Ideal Future State

You may be familiar with the proverb, "A journey of a thousand miles begins with a single step."

Wise words indeed. But, in a business setting, how can you be sure that the steps you take with a project will lead you to the right place? How do you get from where you are now, to where you want to be in six months or a year?

One answer to this question is Gap Analysis. It's a useful technique that enables you to identify the gap between your current situation and the future state that you want to be in, along with the tasks that you need to complete to close this gap.

Gap Analysis is particularly useful at the beginning of a project, or when you're developing a business case. But it can be used at any stage of a project (to assess your team's progress) or applied to any area of your business (to compare your actual performance with your desired or potential one). You can even use it at an organizational level, to check that you're on course to achieve your strategic goals.

In this session, we'll outline a simple, three-stage Gap Analysis process that you can use to get your project or business to where you want it to be.