**Gap Analysis for Your Organization**

This Guidance Document recommends that you start with a Gap Analysis. This table is based on the five themes covered in the Guidance Document and asks you to assess your organization’s progress on each item.

This is intended as a high level look at your organization that can help determine your readiness and organizational maturity to implement the Best Practices that have been recommended. This early analysis can help you prioritize what you want to focus on.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Theme** | **Readiness** | | | | |
|  | **No progress to date (1)** | **Some progress (2)** | **Actionable plans in place (3)** | **Fully evolved mature program (4)** | **Score** |
| **Succession Planning** |  |  |  |  |  |
| **Employee Development** |  |  |  |  |  |
| **Training for new technology** |  |  |  |  |  |
| **Training Plans** |  |  |  |  |  |
| **Recruiting** |  |  |  |  |  |

**Gap Analysis for Critical Positions**

This table is intended to help you to conduct a quick analysis of the steps required for each individual. The information can first help you identify any training needs required by each member of your team. Meanwhile, combined, the results can direct your corporate training plans based on the most critical needs.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Key Position**  **(Job Title)** | **Employee Development Plan in place?** | **Formal Training Plan?** | **Training for new technology required.** | **Candidate for Succession Plan?** |
| **Position 1** |  |  |  |  |
| **Position 2** |  |  |  |  |
| **Position 3** |  |  |  |  |