Current vs. Future State Assessment Report

1. Executive Summary

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2. Assessment Overview

- **Assessment Date:** _____
- **Assessed By:** _____
- **Scope:** Provide overview of the areas under assessment.

3. Current State Analysis

Category	Description	Challenges
Processes	Brief description of current processes.	List key challenges and issues.
Technology	Current systems, tools, and platforms in use.	List limitations or pain points.
People	Team structure, roles & responsibilities.	Gaps and skill shortages.

4. Future State Vision

Category	Future Goals	Opportunities
Processes	Target streamlined or optimized process.	Potential for efficiency improvement.
Technology	Desired future technology stack/features.	Enhancements or new capabilities.
People	Future roles, training, & team development.	Opportunities for growth & upskilling.

5. Gap Analysis

Area	Current State	Future State	Gap
Example Area 1	Lorem ipsum	Dolor sit amet	Explanation of the gap
Example Area 2	Lorem ipsum	Dolor sit amet	Explanation of the gap

6. Recommendations

- Recommendation 1
- Recommendation 2
- Recommendation 3

7. Next Steps

- Define key milestones
- Assign responsibilities
- Establish timeline