

# Gap Analysis Executive Summary

## 1. Objective

[Describe the primary objective of the gap analysis, including the context, business goals, and intended outcomes.]

## 2. Scope

[Summarize the key areas, departments, or processes covered in this analysis.]

## 3. Current State Overview

[Provide a concise summary of the current state, highlighting key metrics, processes, or practices as identified during the assessment.]

## 4. Desired State Overview

[Outline the target or desired future state, including benchmarks, standards, or best practices.]

## 5. Identified Gaps

Area	Current State	Desired State	Gap
[Area 1]	[Current description]	[Desired description]	[Gap details]
[Area 2]	[Current description]	[Desired description]	[Gap details]

## 6. Recommendations

- [Recommendation 1]
- [Recommendation 2]
- [Recommendation 3]

## 7. Next Steps

[List immediate actions, responsible parties, and timelines for addressing the identified gaps.]